★**APPENDIX N**

GENERAL GUIDELINES FOR ALLOTMENT PROCESSING

A.   DD FORM 2558:   AUTHORIZATION TO START, STOP, OR CHANGE AN ALLOTMENT

     1.   General. If the on-line ABA application is not available, the commanding officer must prepare a DD Form 2558 DD Form 2558: Authorization to Start, Stop or Change an Allotment for submission to the finance office and the member must sign the space on the bottom left-hand corner of the authorization. In the space on the bottom right-hand corner of the authorization, the member must enter the date. Input of individual allotment starts will be restricted to D and T type allotments that are used to make child support and debt to other government agency payments. The input of any other purpose code will generate the system error "purpose code is invalid for individual allotment start."

     2.   Completion Guidelines. The following is a block-by-block description of the DD Form 2558 with instructions and examples of the required information:

B.   BLOCK NO   NARRATIVE

    1   Enter an 'X' in the box that designates the Marine Corps.

    2   Enter the member's last name, first, and middle initial.

1. BRANCH OF SERVICE *(X one)* _X_ AIR FORCE _____ MARINE CORPS _____ ARMY _____ NAVY	2. NAME OF ALLOTTER *(Last, First, Middle Initial)* *(Print or type)* JOHNSON THEODORE T.

    3   Enter the member's nine-digit SSN.

    4   Enter the member's pay grade in the alphanumeric form (e.g. E2, W2, 06, etc.).

3. SSN 098641529	4. PAY GRADE E6

    5   Enter the member's address.

    6   Enter the member's daytime telephone number.

5. ADDRESS OF ALLOTTER *(Street or Box Number, City, State, ZIP Code)*	6. DAYTIME TELEPHONE NUMBER *(Include Area Code)*
121 MAIN STREET, KANSAS CITY, MO 64197	(816) 926 - 1234

7 Enter the eight-digit date to start, stop or change the allotment.

8 Enter the amount of the allotment that is to be started, stopped, or changed.

7. EFFECTIVE DATE *(YYYYMM)*	8. MONTHLY AMOUNT OF ALLOTMENT
19980501	$ 200.00

9 Enter the name of the individual or institution of the allotment recipient.

10 Enter an 'X' in the appropriate box to indicate the type of action.

11 Enter the number of months for which the allotment is to be deducted.

9. NAME OF ALLOTTEE *(First, Middle Initial, Last)*	10. ALLOTMENT ACTION *(X one)*	11. TERM IN MONTHS
STANDARD FED SAVINGS	X START _____ STOP _____ CHANGE	3

12 Enter the member's credit line, if applicable.

12. CREDIT LINE (If applicable)
$1,500.00

13 Enter an 'X' in the appropriate box indicating the class of allotment.

13. ALLOTMENT CLASS AUTHORIZED *(X one)*
_____ C - CHARITY/CFC
__X__ D - DISCRETIONARY ALLOTMENTS *(Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2))*
_____ F - CHARITY-EMERGENCY/ASSISTANCE FUND CONTRIBUTION
_____ L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION *(Red Cross, Relief Society, etc. - Navy and Marine Corps only)*
_____ N - NSLI OR USGLI INSURANCE PREMIUM
_____ T- PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/EMPLOYMENT TAXES
_____ - OTHER *(Specify)*

14 Enter the street number and name or post office box, the city, two letter state abbreviation and ZIP Code of the allottee.

15   Enter the abbreviation and country if the allottee's address is in a foreign country.

14. ALLOTTEE'S MAILING ADDRESS *(Street or Box Number, City, State, ZIP Code)*
23456 CENTRAL AVENUE, GAITHERSBURG MD 25469
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS *(Province, Country)*

16   Enter any remarks, if applicable.

16. STOP OR NSLI REASON   X

17   Enter the date of reason for allotment stops.

17. REMARKS

18   Enter the policy/account number for all allotment starts. If the action is an EFT start, the account number is a required field and must always be preceded by 22- (checking) or 32- (savings). Leave this block blank when an existing allotment is being stopped.

18. ACCOUNT NUMBER/POLICY NUMBER
32-00580197177

19   Enter the amount of the loan allotment that is to be started, if applicable.

19. TOTAL CLASS L AMOUNT
$

20   Enter the amount of the debt allotment that is to be started, if applicable.

20. TOTAL CLASS T AMOUNT
$

21   Have the member sign the request.

22   Have the member date the request.

21. SIGNATURE OF ALLOTTER	22. DATE (YYYYMMDD)
	19980206

C.   ON-LINE ABA PROCESS

      1.   PREPARATION GUIDELINES

a.   <u>General</u>. This section contains the procedures for registering allotments through the on-line ABA process.

b.   <u>Forms</u>

(1) The DD Form 2558: Authorization to Start, Stop or Change an Allotment.

(2) Print the ABA and DTL forms on four-part marginally punched, continuous stock, tabulating form paper, 9½ by 11 inches (with ½-inch left and right perforated stubs, so that the form may be burst to a finished size of 8½ by 11 inches). The form will be totally white with no printed rules or colored stripes. If the printer you are using does not support four-part forms, print four copies of each form on white paper measuring 8½ by 11 inches. Refer the instructions regarding the submission of on-line ABAs.

(3) <u>Equipment</u>. Your terminal must be linked to a printer. ABAs and DTLs cannot be created unless your terminal has print capability.

(4) <u>Edits And ERR Messages</u>. Data is edited and validated as it is entered. Data not within the scope of established edits causes an error (ERR) message to appear on the screen. The system will move the cursor to the error data field and state the corrective action to be taken. ERR messages will also appear when an action is required in order to proceed.

c.   <u>Reports/Documents</u>

(1) <u>ABA Work Document</u>. Printed upon request of the preparer. This document provides a review of the transactions on file and their status.

(2) <u>ABAs</u>. Prepared in final format for the signature of the member, the witnessing officer, and forward to the finance office for the signature of the certifying officer.

d.   <u>Processing Of On-Line Documents</u>

(1) <u>Commanding Officer</u>. After preparing ABAs (part D), print an ABA document for each allotment action. After ABAs are printed:

(2) Allotters must sign, date, and enter their social security number on each of their ABAs.

(3)   Commanders or designated representatives must witness and approve the ABAs by entering their signature, grade, title, and date on the ABAs.

(4)   Arrange the ABAs in date-time sequence with the oldest date and time on top, and deliver them daily to the finance officer.

        e.   <u>Finance Officer</u>. After certifying the ABAs and printing the DTLs, the distribution and disposition will be as specified in section 3.

        f.   <u>DFAS-KC</u>. The DFAS-PMCRP/KC will acknowledge receipt of each DTL.

D. ACCESSION/TERMINATION

    1.   <u>Accession</u>

        a.   Type the letter designator for Kansas City on the MCDN screen and press the `Enter` key.

        b.   The Unauthorized Access Warning screen appears. Type your user identification (USERID) code and password where indicated, type your group identification where indicated (if applicable), and press the `Enter` key. Wait for the NETVIEW Access Services Menu screen to appear.

```
NOTE:  Your USERID code determines the system application(s)
       available for you to view.  Passwords are never visible on
       the screen when being typed.  Always memorize your pass-
       word and be extremely careful when entering it into the
       system because it and your USERID are the only commands
       available to give you access to the system.  If you want
       to change your password, type a new password where indi-
       cated, and then retype the new password again at the New
       Password field before pressing Enter.  If a new password
       was entered, the system will display the message 'PASSWORD
       CHANGED'.
```

        c.   If either an invalid USERID code or password is entered, an appropriate error message will appear. In either event, retype as necessary. A successful log on entry will display the NETVIEW Access Services Menu screen. From this menu, press the numeric key corresponding to CICS, press the `Enter` key and wait for the CICS Selection Menu to appear.

        d.   The CICS Selection Menu will list your accessible applications within CICS. Press the appropriate letter or `F` key corresponding with 'TBA BONDS AND ALLOTMENTS. Follow the screen requests until the Bond and Allotment Menu Screen appears. You are now in the B&A System and are ready to begin processing.

    2.   <u>Termination</u>. You can log off the system by taking the following actions.

        a.   Press the `F3` key to display the CICS Selection Menu.

        b.   Type in `01`, and press the `Enter` key. If the logoff was properly executed, you will return to the NETVIEW Access Services Menu screen.

c.   Type in EXIT, then press the Enter key. This will return you to the MCDN screen. The terminal is now successfully logged off. If the log-off process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL LOGOFF HAS BEEN SUCCESSFULLY ACCOMPLISHED.

E.   SYSTEMS SECURITY

1.   Master Electronic Signature (M-ELSIG)

a.   The M-ELSIG is the code which identifies a particular DSSN from which the DO-ELSIG is generated. M-ELSIGs will be assigned by the Fiscal Electronic Signature Officer. The M-ELSIG that is used for the on-line disbursing diary system is the same one used for the on-line ABA system.

b.   The M-ELSIG is to be kept and used only by the finance officer and must be carefully safegarded at all times. It should be placed in a sealed envelope with the finance officer's signature over the flap and secured in a safe to which there is limited access. The envelope must be locked in a separate container if it is to be placed in a safe to which persons other than the finance officer have access. The finance officer should personally view the envelope containing the M-ELSIG at least once a month.

c.   Should the M-ELSIG become compromised or suspected of compromise, the Fiscal Electronic Signature Officer or the Deputy must be notified immediately. The Fiscal Electronic Signature Officer can be reached at (816) 926-6194/3283 or DSN 465-6194/3283.

d.   Upon relief of an outgoing finance officer, that finance officer must ensure that the incoming finance officer is not already assigned an ELSIG under the DSSN. If so, the outgoing finance officer must delete that ELSIG. The incoming finance officer must then request assignment of a new M-ELSIG from the Fiscal Electronic Signature Officer and will use it to obtain the new DO-ELSIG.

e.   If the finance officer goes on leave or TAD, a DO-ELSIG must be assigned to a designated alternate custodian during that period using the M-ELSIG. If the alternate custodian is already assigned an ELSIG, the finance officer must delete that ELSIG so that the DO-ELSIG may be assigned. Upon the finance officer's return, the DO-ELSIG must be reassigned to the finance officer, which will automatically delete the alternate custodian's DO-ELSIG.

f.   The DO-ELSIG, created from the M-ELSIG, is used by the finance officer to access the on-line ABA system. The DO-ELSIG that is used for the on-line diary system is the same one used for the on-line ABA system.

g.   Instructions for Creating the DO-ELSIG

(1)   Log on the system using the procedures in section 2.

(2)   Once the Bond and Allotment System Menu appears, type H next to parameter 1 and press Enter to access the Allotment Bond Authorization process.

(3)   Type your M-ELSIG, SEED, RUC, and JURIS. JURIS 16 is used for all ABA on-line input. Press the Enter key.

(4)   Type O followed by your SSN. Type a SEED. Select the proper title identification code listed on the screen, type it in, and then press the Enter key.

(5)   If your name does not appear automatically, type your LAST NAME, FIRST NAME, MIDDLE INITIAL. Use the field-forward key to position the cursor at the beginning of each field and press the Enter key. The DO-ELSIG and SEED will be displayed for memorization.

(6)   Press the Enter key. If you desire to assign P-ELSIGs, enter your DO-ELSIG and SEED. If you desire to exit the system, leave the ELSIG and SEED blank and press the Enter key. The Bond and Allotment System Screen will be displayed.

(7)   Log off the system using the procedures in paragraph 040212.

h.   Options Available to Holders of DO-ELSIGs. Once the finance officer has entered the ELSIG, SEED, RUC, and JURIS 16, the following screen appears:

<u>COMMANDERS AUTHORITY MODULE SCREEN</u>

```
****************************************************************************************************************************
TELP2000-07                         REAL FAMMIS ELECTRONIC SIGNATURE                    xx/xx/xxxx
TMBOWZ                                COMMANDERS AUTHORITY MODULE                         xx:xx:xx


       SELECT OPTION ====>  10


       10 : REVIEW, CERTIFY, OR DECERTIFY


       20 : ELECTRONIC SIGNATURE MAINTENANCE


       99 : TERMINATE ON-LINE SYSTEM
****************************************************************************************************************************
```

(1)   The system defaults to option 10. Refer to part D of this section.

(2)   If you select option 20, the following screen appears:

ELSIG MAINTENANCE MODULE SCREEN

```
*******************************************************************************************************************************
TELP2100-08                    REAL FAMMIS ELECTRONIC SIGNATURE SYSTEM                          xx/xx/xxxx
TMBOWZ                                       MAINTENANCE MODULE                                  xx:xx:xx
       SELECT OPTION =====>          10
       10 : ASSIGN P-ELSIG AUTHORITY
       20 : CHANGE OWN ELSIG SEED
       30 : REVIEW/DELETE P-ELSIG AUTHORITY
       40 : PRINT OF SEEDS NOT CHANGED IN 60 DAYS
       98 : RETURN TO MASTER ELSIG OPTIONS MENU
       99 : TERMINATE ONLINE SYSTEM
         WOULD YOU LIKE A PRINT OF OPTION 30 - Y/N
*******************************************************************************************************************************
```

The system defaults to option 10. The following describes the different options:

> (a)   Option 10 - Assign P-ELSIG Authority. This option allows the finance officer to authorize specific individuals to either prepare, at the RUC or finance office level, or certify at the finance office level only.

ASSIGN PERSONAL ELSIG SCREEN

```
*******************************************************************************************************************************
TELP2110-00                    REAL FAMMIS ELECTRONIC SIGNATURE MAINTENANCE                     xx/xx/xxxx
TMBOWZ                                       ASSIGN PERSONAL ELSIGS                              xx:xx:xx

                         SSN :
ENTER RUC OR XXXXX FOR CER : XXXXX
AUTHORITY : P        TITLE IDENTIFICATION CODE : 4  MEMBER OF MISSO:
                     1 DISBURSING OFFICER
C : CERTIFIER        2 DEPUTY DISBURSING OFFICER
                     3 AGENT CASHIER
R : REVIEWER         4 PREPARER

P : PREPARER

O : ELSIG CONTROL
       OFFICER-ECO

E : RETURN TO ELSIG
      MAINTENANCE MENU
                                    PRESS ENTER TO CONTINUE
*******************************************************************************************************************************
```

Type the individual's SSN. The authority and title identification code are system supplied. Press the `Enter` key and the following screen appears:

ELSIG SIGNATURE MAINTENANCE SCREEN

```
********************************************************************************************************************************
TELP2110-01                    REAL FAMMIS ELECTRONIC SIGNATURE MAINTENANCE                    xx/xx/xxxx
TMBOWZ                                                                                         xx:xx:xx

TO ASSIGN PERSONAL ELSIGS VERIFY THAT THE FOLLOWING INFORMATION IS CORRECT AND IS TO BE USED AS A PERSONAL ELSIG
FOR YOUR RUC

                                          SSN :            0098187226

                                          AUTHORITY :      P

                                          TITLE :          4

                                          LAST NAME :      CONLINS

                                          FIRST NAME :     DANIEL

                                          MIDDLE INITIAL : B

                                          VERIFIERS SEED :

                                          LEAVE SEED BLANK TO EXIT
                                          PRESS ENTER TO CONTINUE

********************************************************************************************************************************
```

The SSN, authority, and title are system supplied. Type the certifier's/preparer's last name, first name, and middle initial (if not already indicated), and the finance officer SEED in the spaces provided (position the cursor using the `field-forward` key). Press the `Enter` key. The following screen appears with the certifier's/preparer's SSN, SEED, ELSIG, and authority.

PERSONAL ELSIG DATA SCREEN

```
********************************************************************************************************************************
TELP2110-02                    REAL FAMMIS ELECTRONIC SIGNATURE MAINTENANCE                    xx/xx/xxxx
TMBOWZ                                        PERSONAL ELSIG DATA                               xx:xx:xx

                              SSN :            0091455226

                              SEED :           LPD

                              ELSIG :          A20IQ27

                         AUTHORITY :           PRE

  WOULD YOU LIKE TO ASSIGN MORE PERSONAL ELSIGS          Y OR N

                              PRESS ENTER TO CONTINUE

********************************************************************************************************************************
```

If more ELSIGs need to be assigned, type `Y`, then press the `Enter` key. Return to the steps given above. If no more ELSIGs need to be assigned, type `N` and press the `Enter` key. The system will return to the ELSIG Maintenance Module Screen.

        (b)   Option 20 - Change Own ELSIG Seed. For security reasons, your SEED must be changed and a new ELSIG generated every 60 days. The following screen appears if you selected option 20 on the ELSIG Maintenance Module Screen:

ELSIG-SEED MAINTENANCE SCREEN

```
******************************************************************************************************
TELP1120-4              REAL FAMMIS ON-LINE ELSIG MAINTENANCE MODULE                  xx/xx/xxxx
TMBOWZ                                                                                xx/xx/xx


                              TO CHANGE YOUR PERSONAL SEED
                              ENTER YOUR CURRENT SEED  :

                              ENTER YOUR NEW SEED  :

                              LEAVE CURRENT SEED BLANK TO TERMINATE

                              PRESS ENTER TO CONTINUE

******************************************************************************************************
```

Complete the fields as follows:

FIELD	DATA ENTRY
CURRENT SEED	Enter your current SEED.
NEW SEED	Create a new three-digit SEED and enter it in this field.

Press the Enter key. The system records the new SEED you have selected, then assigns a new ELSIG. This new data is displayed on the following screen:

CHANGE ELSIG DATA SCREEN

```
******************************************************************************************************
TELP1120-05          REAL FAMMIS ON-LINE ELSIG MAINTENANCE MODULE-CHANGED ELSIG DATA      xx/xx/xxxx
TMBOWZ                                                                                     xx:xx:xx
YOUR SSN IS: 0196081432
                        ************************************************************************
                        ************************************************************************
          ***********                                              ********************
          ***********            YOUR NEW SEED IS:   LLL           ********************
          ***********            YOUR NEW ELSIG IS:  X24WZ6Y       ********************
          ***********                                              ********************
          ***********                                              ********************
                        ************************************************************************

                        MEMORIZE

MEMORIZE THE ABOVE ****BEFORE*****YOU PRESS ENTER TO CONTINUE

******************************************************************************************************
```

Memorize your new ELSIG-SEED, then press the Enter key. For the finance officer, the Commanders Authority Module Screen will be displayed. For the preparer/certifier, the Master

Function Menu will be displayed. Once you press the Enter key, you will not be able to view your ELSIG and SEED again.

(c)   Option 30 - Review-Delete P-ELSIG Authority (Screen or Print). In this option, the finance officer can review all personal ELSIG (P-ELSIG) authorities and delete specific individuals. If a certifier or preparer forgets an ELSIG/SEED, the finance officer can delete the individual and assign a new ELSIG/SEED using option 10. The following screen will be displayed upon selection of option 30. The SSN, name, and authority of all individuals assigned, and their ELSIG authority will appear on the screen. An asterisk (*) will appear by each user's name that has not changed their ELSIG in the past 60 days so that appropriate action can be taken.

ELSIG REVIEW SCREEN

```
********************************************************************************************************************************
TELP1120-06                     REAL FAMMIS ELECTRONIC SIGNATURE MAINTENANCE                        xx/xx/xxxx
TMBOWZ                                COMMANDERS REVIEW FOR RUC B8888                                xx:xx:xx

DELETE FLAG

    SSN              NAME                          AUTHORITY
    0144421795       JONES         BRIAN           B PREPARER
    0449873094       PATEK         FREDDY          J CERTIFIER
    0514897876       HARMON        ROBERT          J CERTIFIER
    0562549335       SMART         MARY            B PREPARER


        PRESS ENTER TO CONTINUE - PRESS ANY PF KEY TO EXIT
********************************************************************************************************************************
```

To delete a specific individual, enter a D in the space next to the SSN using the field-forward key to position the cursor. To continue reviewing, press the Enter key and the next page will appear. However, if there are no more pages to review, the ELSIG Maintenance Module Screen will appear. By selecting any other F key, you will be returned to the ELSIG Maintenance Module Screen. To verify that an individual was deleted, repeat these procedures.

(d)   Option 40 - Print of SEEDs Not Changed in 60 Days. This option allows the records of personnel that have not changed their ELSIG in the past 60 days to be printed.

(e)   Option 98 - Return to Master ELSIG Options Menu. This option will return you to the Commanders Authority Module Screen.

(f)   Option 99 - Terminate On-Line System. Upon selection of this option, the Bond and Allotment System Menu will appear.

(3)   If you select option 99 from the Commanders Authority Module Screen, the Bond and Allotment System Menu will be displayed.

   2.   Preparer/Certifier ELSIGs

a.   ELSIG Assignments

(1)   Preparers can be in either the unit administrative office or finance office.

(2)   Certifiers are only at the finance office or deputy finance office.

(3)   Only the finance officer can assign P-ELSIGs.

(4)   The commanding officer will notify the finance officer, in writing (letter format), of those individuals selected as preparers. The individuals' name, grade, SSN, and Accessor Identification (ACID) Code must be included.

(5)   P-ELSIGs will be assigned to the individuals selected by the commanding officer, at the discretion of the finance officer.

(6)   The commanding officer must notify the finance officer immediately of any preparer that has been transferred, released from active duty, UA, etc. This will enable the finance officer to purify the ELSIG file by deleting the ELSIG authority.

(7)   Upon initial establishment of an ELSIG and SEED, all SEEDs will be the individuals initials. Immediately upon receipt of your P-ELSIG, select and enter a new SEED to initiate a new ELSIG.

b.   Preparer's ELSIG. A preparer is an individual designated by the unit/command to prepare ABAs for a RUC(s). A preparer will input ABAs and make changes to them before printing them. A preparer cannot access ABAs that were input by another preparer. Before approaching the on-line system, the preparer should have the ABA supporting documents annotated with all applicable information. A preparer does not have the capability to certify ABAs. Preparers may change their P-ELSIGs.

c.   Certifier's ELSIG. The certifier is the responsible official assigned by the finance officer to review, certify, delete, and sign printed ABAs. This individual can be a finance officer, deputy finance officer, or designated agent cashier or certifier, as applicable. The certifier may review and delete a certified or uncertified ABA, but does not have the capability to prepare ABAs. Certifiers may change their P-ELSIGs.

F. PREPARER'S GUIDELINES

1.   Bond And Allotment System Menu. Access the on-line ABA system. If the file is not available, delay input until available. The following screen will appear when the Bond and Allotment System has been accessed:

BOND AND ALLOTMENT SYSTEM MENU

```
*****************************************************************************************************************************
TMAPMENU-00                          BOND AND ALLOTMENT                                          xx/xx/xxxx
xxxxxx                               SYSTEM MENU                                                 xx:xx:xx

KEY        DESCRIPTION                             PARAMETERS NEEDED
-------------------------------------------------------------------------------------------------------------------------
----
 A --- ALLOTMENT SUMMARY LISTING                     1,2
 B --- ALLOTMENT RECORDS BY PURPOSE CODE             1,2,3
 C --- INDIVIDUAL ALLOTMENT RECORD                   1,2,4
 D --- NOT USED                                      1, (2)
 E --- NOT USED
 G --- CHARITY CORRECTIONS PROCESS                   1, (2, 4)
 H --- ONLINE ACN AND ABA PROCESSES                 1
-------------------------------------------------------------------------------------------------------------------------
----
 PARAMETERS         (OPTIONAL)

 1. KEY _____  :
 2. SSN _____  :
 3. PURPOSE CODE _____  :
 4. PREFIX NUMBER _____  :

 ENTER:  PROCESS                         PF3: CICS MENU                   CLEAR:  REFRESH

*****************************************************************************************************************************
```

To access the Address Change Notification process or to access the on-line ABA process, type H. Press the Enter key and the following procedure will apply.

The ELSIG Sign-On Screen will appear. Then, you must enter your ELSIG, SEED, RUC, and JURIS. JURIS 16 is used for all ABA on-line input. When entering ABAs on-line, begin the RUC with a B followed by the DSSN; e.g., B6187. If your ELSIG SEED has not been changed within the last 45 days, a message will appear at the bottom of the screen advising you of the date it was last changed. This message is only a reminder that the ELSIG SEED must be changed. If your terminal is not directly linked to a printer, the following screen will appear. To have your terminal linked to a printer, contact your local network control and systems shop.

```
*****************************************************************************************************************************
TELP3000-09                                                                                     xx/xx/xxxx
TMBOWZ                                                                                           ELL000V2

                     REAL FAMMIS ON-LINE DIARY SUBSYSTEM ASSIGNMENT OF INITIAL ELSIGS

                        YOUR TERMINAL HAS NOT BEEN ASSIGNED A DEFAULT PRINTER.
                             ENTER TID FOR PRINT DESTINATION AT THIS TIME.
                                   LEAVE TID BLANK TO TERMINATE
                                            TID: 0060

*****************************************************************************************************************************
```

To exit this screen and continue processing, press the Enter key one time. This allows you to proceed to the Master Function Menu.

      2.   Master Function Menu. The following describes the functions available to the preparer. The system identifies the preparer by the ELSIG-SEED entered. After entering your ELSIG and SEED, the following screen appears:

MASTER FUNCTION MENU

```
****************************************************************************************************************
TELP3000-10                        ON-LINE DIARY SYSTEM                          03/27/1997
TMBPTB                       DIARY CLERK MASTER FUNCTION MENU                     14:23:44


   SELECT THE OPTION DESIRED:   10

      10 - PREPARE-REVIEW B&A
      20 - CHANGE OWN ELECTRONIC SIGNATURE SEED
      30 - PREPARE-REVIEW B&A FILE MAINTENANCE
      99 - TERMINATE ON-LINE SYSTEM









                        PRESS ENTER TO CONTINUE
****************************************************************************************************************
```

The system defaults to option 10. If you want an option other than 10, enter that number and press the Enter key. The following paragraphs describe the different options available. Note: Option 30 is restricted to DFAS-KC use only.

3.   Prepare, Review, Or Print ABAs. A member may start or stop any of 11 types of allotments (B, D, H, I, J, L, M, N, S, and T). Change of amount transactions are not authorized for B, L, R, or T allotments. Because of program edits, ABAs cannot be input more than 75 days in advance of the first pay date; e.g., allotments with a first pay date of 1 January 1998 cannot be input before 16 October 1997. This restriction applies to all types of allotments. The following screen appears if you selected the default option (option 10) from the Master Function Menu:

PREPARER'S TRANSACTION MENU

```
***********************************************************************************************************************
TBAPG000-02                        BONDS & ALLOTMENTS SYSTEM                                03/28/1997
 TMBPTB                            ALLOTMENT BOND AUTHORIZATION                             09:29:05
                                   PREPARERS TRANSACTION MENU


     OPTION              PARAMETERS              OPTION                        PARAMETERS
01 START AN ALLOTMENT        (1,2)         10 START A BOND                        (1,2)
02 START CHARITY ALLOTMENT   (1,2)         11 STOP A BOND                         (1-4)
03 START EFT ALLOTMENT       (1,2)         12 REVIEW B-A FOR REQUESTED SSN        (1,2)
04 STOP AN ALLOTMENT         (1-4)         13 DELETE A TRANSACTION               (1,5-6)
05 STOP ALL ALLOTMENTS       (1,2)         14 PRINT ABA WORK DOCUMENT             (1)
06 STOP CHARITY ALLOTMENT    (1-4)         15 PRINT ABA FINAL DOCUMENT            (1)
07 STOP EFT ALLOTMENT        (1-4)         16 ACN PREPARERS MENU                  (1)
08 CHG AMT OF AN ALLOTMENT   (1-4)         17 RETURN TO B-A MENU                  (1)
09 CHG AMT OF EFT ALLOT      (1-4)
----------------------------------------------------------------------------------------------------------------------
----
         (1) OPTION              16
         (2) SSN                 :
         (3) INITIALS            :
         (4) SUFFIX              01
         (5) DATE                19970328      (ENTER IN YYYYMMDD FORMAT)
         (6) TIME                092904        (ENTER IN HHMMSS FORMAT)
 ENTER: PROCESS                          PF3: RETURN                       CLEAR: REFRESH
***********************************************************************************************************************
```

Once an ABA has been input, you will receive a message listing the default printer and a message at the bottom of the Preparer's Transaction Menu similar to the following:

```
----------THE ALLOTMENT STOP ENTERED HAS BEEN SUCCESSFULLY ADDED TO THE ABA TRANSACTION FILE.---------
```

```
NOTE: Following each option, parameters are indicated.  These
      parameters are required in order to complete the appropri-
      ate ABA transaction.  For example, option 01, Start an Al-
      lotment, indicates parameters 1 and 2.  Thus, parameter 1
      (OPTION) and parameter 2 (SSN) must be completed.
```

You may select any of the following allotment actions from the Preparer's Transaction Menu by completing the following fields:

FIELD   ENTRY

                               Select the appropriate key for the desired option.

                               Key   Option
                               1   Start an allotment other than a bond, EFT, or charity
                                         allotment. Proceed to the ABA Allotment Informa-
                                         tion Screen.

2	Start charity allotments. Proceed to the Charity Information Screen.
3	Start EFT allotment. Proceed to the ABA Allotment Information Screen.
4	Stop an allotment other than a bond, EFT, or charity allotment. Before stopping allotments, bring up the Bond and Allotment file (option 12). Then proceed to the ABA Allotment Information Screen.
5	Stop all of member's allotments (including bond and charity allotments). This option will only work if the member has active allotments to be stopped. Proceed to the Stop-All Information Screen.
6	Stop charity allotments. Before stopping charity allotments, bring up the Bond and Allotment file (option 12). Then proceed to the Charity Information Screen.
8	Modify the amount of an active allotment, other than EFT. Before modifying allotments, bring up the Bond and Allotment file (option 12). Then proceed to the ABA Allotment Information Screen.
9	Modify the amount of an active EFT allotment. Before modifying allotments, bring up the Bond and Allotment file (option 13). Proceed to the ABA.
10	Start a bond allotment. Proceed to the ABA Bond Information Screen.
11	Stop a bond allotment. Before stopping a bond allotment, bring up the Bond and Allotment file (option 12). Then proceed to the ABA Bond Information Screen.
12	Review the Bond and Allotment file for the requested SSN. Refer to paragraph 0402013.F.
13	Delete an allotment transaction.
14	Print the ABA work document. Proceed to the Work Document Screen. If there are no records on file,

you will receive a blank report.

| 15 | Print the final ABA documents. All ABAs or selected ABAs may be produced. Proceed to the Final Document Print Screen. This option cannot be selected if there are no transactions on the ABA workfile. |

16   Access the Address Change Notification menu.

17   Return to the Bond and Allotment System Screen.

<u>Key</u>	<u>Option</u>
SSN	Enter the member's nine-digit social security number.
INITIALS	Enter the member's initials (optional).
SUFFIX	This field is system supplied.
PREPAID	This field is system supplied.
DATE	This field is system supplied.
TIME	This field is system supplied.

Press the `Enter` key, and the requested screen will appear. For options 1 through 15, refer to the following paragraphs for operation instructions.

        a.   <u>ABA Allotment Information Screen</u>. An allotment may be started (option 01), stopped (option 04), or changed (option 08) by completing the applicable fields on the following screen. Enter all data required for a specific allotment, pressing the field forward key to skip a field that does not pertain. ERR messages prompt the entry of pertinent data; however, these messages do not cover all erroneous entries.

ABA ALLOTMENT INFORMATION SCREEN

```
*************************************************************************************************************************
TBPPBA21-01                        BOND & ALLOTMENT SYSTEM                              xx/xx/xxxx
TMBPRB                         ALLOTMENT BOND AUTHORIZATION (ABA)                       xx:xx:xx
START                              ALLOTMENT INFORMATION

SSN  0589999123  NAME  JD WYATT      RANK    E5    RUC    12345    ORGN    DFAS

     TYPE OF ALLOTMENT....                    TERM IN MONTHS
     INDIVIDUAL / BLANKET .                   BLANKET CODE
     FIRST DEDUCTION DATE .                   LAST DEDUCTION DATE ..
     AMOUNT OF DEDUCTION  $ 0000.00              NEW AMNT OF DEDUCT . $
     STOP OR NLSI REASON                      REASON DATE ..........
     ACCOUNT/POLICY NUMBER
     ACCOUNT OWNER........
     ALLOTTEE.............
     ALLOTTEE ADDRESS.....
     CITY/APO-FPO.........
     STATE................
     ZIP CODE.............
     FOREIGN COUNTRY......
ENTER: PROCESS                      PF3: RETURN                        CLEAR: REFRESH
*************************************************************************************************************************
```

This will change to reflect the type of transaction you are entering; e.g., start, stop, or change of amount.

Complete the following fields:

FIELD   ENTRY

SSN   This field is system supplied.

NOTE: The SSN is verified against the MCTFS.   If an inactive
        pay status code is found, no allotment can be started
        and the message. 'MEMBER NOT IN AN ACTIVE STATUS' will
        be displayed.

NAME   This field is system supplied.

RANK   This field is system supplied.

RUC   Enter the five-digit reporting unit code.

ORGN   Enter the member's organization to a maximum of five
                             characters.

TYPE OF ALLOTMENT   Enter the one-letter code to identify the type of allotment
                             transaction.

TERM IN MONTHS   Enter a two-digit number for the term of the allotment. L, R,

	and T allotments must be a number between 03 and 72 months, inclusive.
INDIVIDUAL/BLANKET	Enter the letter I for an allotment to an individual person or organization and the letter B for those organizations with a blanket allotment code.
BLANKET CODE	Enter the appropriate four-digit blanket allotment code if the letter B was entered in the preceding field. To display the blanket company name, press the F2 key after you enter a four-digit blanket allotment code. The cursor remains on the four-digit code field so that a different code can be entered if you input the wrong one. If the code and name are correct, press the Tab key to system supply the displayed blanket company name and advance to the next input field. (If you do not use the system-supplied name through the F2 key option, you can type in the long name.)
FIRST DEDUCTION DATE	If option 01 was selected, the current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
LAST DEDUCTION DATE	If option 04 or 06 was selected, the current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
AMOUNT OF DEDUCTION	Enter the dollar and cent amount of the allotment. The screen guides you as to the number of digits to enter. If the screen shows $0000.00 and the amount of the allotment is $200, enter 0200 and position the cursor to the next field by using the field-forward key. There is no limitation in the amount allowed for allotment, however, an N allotment must between $1.00 and $350.00; a T allotment must be $500.00 or greater.
NEW AMNT OF DEDUCTION	If option 08 was selected during the Preparer's Transaction Menu and you want to enter a change of address, be sure to enter the allottee, the new address and the new amount of deduction. Press F12 to register the new address. DO NOT PRESS ENTER to continue processing. If the Enter key is pressed when the ABA is printed, the address will be reflected; however, this will not post as a change of address. The printed ABA has to reflect the change amount/change of address in order to post the new address.

★STOP OR NSLI REASON	Enter the one-digit code that identifies the reason for stop, or for an N allotment, the one-letter code. For a listing of NSLI reasons codes, select the Allotment Stop Codes option on the internet site at https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotments.htm. From the reports listed, select the allotment stop code listing).
REASON DATE	Enter the eight-digit reason date in DoD format.
ACCOUNT/POLICY NUMBER	Enter the account/policy number to a maximum of 20 characters.
ACCOUNT OWNER	Enter the name of the account owner to a maximum of 20 alpha characters.
ALLOTTEE	Enter the allottee's name to a maximum of 30 characters. Spaces and suffixes are counted as one character for each.
ALLOTTEE ADDRESS	Enter the street address of the allottee to a maximum of 30 characters. Abbreviate when possible; e.g., W for west, BLVD for boulevard, etc.
CITY APO/FPO	Enter the name of the city where the allottee is located to a maximum of 20 characters. Do not abbreviate other than to indicate a direction. Do not leave a space. Designate those addressees serviced by an Army, Air Force, or Navy post office with the letters APO or FPO followed by a space and the appropriate designation of AA, AE, or AP. If the city is in the Commonwealth of Canada, enter the city's name, and the two-letter Canadian province code as shown in table 1-2.
STATE	Enter the two-letter abbreviation for those allotments mailed within the United States, its possessions, and administered areas. If APO or FPO is entered in the city field, DO NOT ENTER STATE.
ZIP CODE	Enter the ZIP Code as listed in the National ZIP Code Directory for those allotments mailed within the United States, possessions, or administered areas, and for all APO and FPO addresses.
FOREIGN COUNTRY	Enter the name of the foreign country to a maximum of 20 characters (see table 1-3). If the foreign country is not listed, prepare a DD Form 2558 and forward to the DFAS-PMCRP/KC for processing.

Press the F3 key to return to the Preparer's Transaction Menu or the Enter key to update and return to the Preparer's Transaction Menu, or the Clear key to erase all of the input on the screen.

        b.   EFT Allotment Information Screen. An EFT allotment to a financial institution may be started (option 03), stopped (option 07), or changed (option 09) by completing the applicable fields on the following screen:

EFT ALLOTMENT INFORMATION SCREEN

```
*****************************************************************************************************************************
 TBPPBA07-01                      BONDS & ALLOTMENTS SYSTEM                                    xx/xx/xxxx
 TMBOWZ                           ALLOTMENT BOND AUTHORIZATION (ABA)                           xx:xx:xx
                                       START EFT ALLOTMENT-

 SSN 05009981033         NAME AA  MOKI      RANK E6      RUC           ORGN

     TYPE OF ALLOTMENT....
     FIRST DEDUCTION DATE...                        LAST DEDUCTION DATE...
     AMOUNT OF DEDUCTION $        0000.00
     STOP OR NSLI REASON..                          REASON DATE...........

     REQUIRED PREFIX FOR ACCOUNT NUMBER  CHECKING = 22- OR SAVINGS = 32-

     ACCOUNT/POLICY NUMBER                          EFT COMPANY NAME
     ACCOUNT OWNER........
     RTN.................
     ADDENDA ACCT NUMBER XXXXXXXXXXXXXXXXXXX         RECORD TYPE
     RECORD TYPE FLAG X                             1 = FINANCIAL        6 = CHILD SUPP
                                                    2 = CHARGE ACCT      7 = TELE COMM
                                                    3 = INSURANCE        8 = SSN ACCT
                                                    4 = MORTGAGE         9 = MISC
                                                    5 = LOAN ACCT
     ENTER:  PROCESS                  PF3:  RETURN                       CLEAR: REFRESH
*****************************************************************************************************************************
```

This will change to reflect the type of transaction you are entering; e.g., start, stop, or change of amount.

Complete the following fields:

FIELD	ENTRY
SSN	This field is system supplied.
NAME	This field is system supplied.
RANK	This field is system supplied.
RUC	Enter the five-digit reporting unit code.
ORGN	Enter the member's organization to a maximum of five characters.

TYPE OF ALLOTMENT	If option 03 was selected, the current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
FIRST DEDUCTION DATE	If option 07 or 09 was selected, the current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
LAST DEDUCTION DATE	Enter the dollar and cent amount of the allotment. The screen guides you as to the number of digits to enter. (For example: If the screen shows $0000.00 and the amount of the allotment is $200, enter 0200 and position the cursor to the next field by using the field-forward key.) There is no limitation in the amount allowed for an allotment, however, an N allotment must be between $1.00 and $350.00; a T allotment must be $5.00 or greater.
★AMOUNT OF DEDUCTION	Enter the one-digit code that identifies the reason for stop. Select the Allotment Stop Codes option from the internet site at https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotments.htm. From the reports listed, select the allotment stop code listing).
STOP	Enter the eight-digit stop date in DoD format.
REASON DATE	Enter the eight-digit reason date in DoD format.
ACCOUNT/POLICY NUMBER	Enter the account/policy number to a maximum of 20 characters. The first three spaces must be 22 for a checking account or 32 for a savings account.
EFT COMPANY NAME	Enter the company name (up to 20 alphanumeric characters for the insurance or mortgage company) for third party (bill payer) allotments.
ACCOUNT OWNER	This is a required field. Enter members name or name of the account owner if a third party.
RTN (ROUTING TRANSIT NUMBER)	Nine-digit number obtained from the SF 1199A.
ADDENDA ACCT NUMBER	Enter up to 20 alphanumeric characters to identify an insurance policy or mortgage loan number for third party (bill payer) allotments.
RECORD TYPE FLAG	Enter a one-digit alphanumeric character indicating one of the record type options shown on the screen:

1-Financial (Purpose Code S, D) For allotments issued to member's savings/checking account;
2-Charge Account (Purpose Code D) For allotments issued for charge card payments;
3-Insurance (Purpose Code I) For allotments issued for life, health, dental, and family insurance premiums;
4-Mortgage (Purpose Code H) For allotments issued for home mortgage payments;
5-Loan Account (Purpose code D) For allotments issued for loan payments (excluding mortgage);
6-Child Support FOR DFAS-KC USE ONLY;
7-Telecommunications (Purpose Code D) For allotments issued for telephone expenses, etc.;
8-SSN Account (Purpose Code D) For allotments issued to an account not listed above, but which uses the member's SSN as the identifying account number; and
9-Miscellaneous (Purpose Code D) For any allotment that does not fall within the guidelines shown above.

FIPS CODE   Enter a seven-digit code used for child/spousal support garnishment allotments. DFAS-KC use only.

Press the `F3` key to return to the Preparer's Transaction Menu, the `Enter` key to update and return to the Preparer's Transaction Menu, or the `Clear` key to erase all input on this screen.

c.   Stop-All Information Screen. The following screen appears if you selected option 05 from the Preparer's Transaction Menu. This procedure is used when a member separates from active service without an immediate reentry on active duty.

STOP-ALL INFORMATION SCREEN

```
********************************************************************************************************************************
TBPPBA24-01                              BONDS & ALLOTMENTS SYSTEM                              xx/xx/xxxx
TMBOWZ                              ALLOTMENT BOND AUTHORIZATION (ABA)                          11:36:04
                                          STOP ALL INFORMATION
SSN: 04180278052        NAME: IM  WAUGHTY        RANK: E5        RUC 12350        ORGN  TABB

       LAST DEDUCTION DATE        19970331
       DATE OF DISCHARGE          19970415



ENTER: PROCESS                                  PF3: RETURN                        CLEAR: REFRESH
********************************************************************************************************************************
```

Complete the following fields:

FIELD	ENTRY
SSN	This field is system supplied.
NAME	This field is system supplied.
RANK	This field is system supplied.
RUC	Enter the five-digit reporting unit code.
ORGN	Enter the member's organization to a maximum of five characters.
LAST DEDUCTION DATE	Enter in DoD format the eight-digit date for last deduction. This date should be no later than the last day of the month preceding the month of separation.
DATE OF DISCHARGE	Enter in DoD format the eight-digit date of separation.

Press the F3 key to return to the Preparer's Transaction Menu, the Enter key to update and return to the Preparer's Transaction Menu.

★d.   Bond Information Screen. The following screen appears if you selected option 10 or 11 from the Preparer's Transaction Menu. Enter all data required for a specific bond allotment using the field-forward key to skip a field that does not pertain. A new field has been added for a new series of savings bonds, either I or EE. The field name is Bond Series Indicator.

BOND INFORMATION SCREEN

```
*************************************************************************************************************
TBPPBA26-01                          BONDS & ALLOTMENT SYSTEM                          xx/xx/xxxx
TMBOWZ                          ALLOTMENT BOND AUTHORIZATION (ABA)                     xx:xx:xx
START                                    BOND INFORMATION
SSN 489 64 9991 NAME ER  WONDEN       RANK E6      RUC 12345      ORGN  DAPS
     BOND SERIES INDICATOR.......        X
     BOND PLAN CODE ..                   107
     IS SERVICE MEMBER THE OWNER.....    Y
     OWNER NAME.....................
     OWNERS SSN.....................
     SAFEKEEPING OR MAILED...........    M
     CO-OWNER/BENEFICIARY OR NONE....    C
     CO-OWNER/BENEFICIARY NAME.......    ELY R WONDEN
     FIRST DEDUCTION DATE............    19970601
     LAST DEDUCTION DATE.............
     AMOUNT OF DEDUCTION.............    0050.00
     REASON AND DATE FOR STOP........
ENTER: PROCESS                          PF3: RETURN                      CLEAR: REFRESH
*************************************************************************************************************
```

Complete the following fields：

FIELD   ENTRY

SSN   This field is system supplied.

NAME   This field is system supplied.

RANK   This field is system supplied.

RUC   Enter the five-digit reporting unit code.

ORGN   Enter the member's organization to a maximum of five charac-
                                         ters.

BOND SERIES   Enter the savings bond series, either I (I bond) or T (EE bond).
INDICATOR

BOND PLAN CODE   Enter the three-digit bond plan code that corresponds to the
                                         desired monthly deduction and bond purchase price (see table
                                         2-1).

IS SERVICE MEMBER   Enter the letter Y if the member allotter is the bond owner. Enter
THE OWNER   the letter N if the owner is an individual other than the member.

OWNER NAME   Enter the bond owner's name (first, middle initial, last) to a
                                         maximum of 25 characters, if the owner is an individual other
                                         than the member.

OWNERS SSN   Enter the bond owner's nine-digit SSN if the owner is an
                                         individual other than the member. Prefix the SSN with a zero for
                                         10 digits.

SAFEKEEPING OR   Enter the letter S if the bond is to be placed in safekeeping or the
MAILED   letter M if the bond is to be mailed. Note: The member must be
                                         the bond owner if the bond is to be held in safekeeping.

CO-OWNER/   Enter the letter C if the bond is to have a co-owner. Enter the
BENEFICIARY OR   letter B if an individual is to be named as beneficiary of the bond.
NONE   Enter the letter N if no co-owner or beneficiary is to be named.

FIRST DEDUCTION   If option 10 was selected from the Preparer's Transaction Menu,
DATE   the current eight-digit effective date is system supplied, but it
                                         may be overridden for entering future dates.

LAST DEDUCTION DATE	If option 11 was selected from the Preparer's Transaction Menu, the current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
AMOUNT OF DEDUCTION	Enter the six-digit monthly amount to be deducted for the bond allotment. To determine a proper monthly amount, refer to table 2-1.
★REASON AND DATE FOR STOP	Enter the one-digit code (select the Allotment Stop Codes option from the internet site at https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotments.htm. From the reports listed, select the allotment stop code listing) that identifies the reason for stop if option 11 was selected during the Preparer's Transaction Menu. After you enter the reason code, enter the eight-digit reason date in DoD format.

Press the F3 key to return to the Preparer's Transaction Menu, or the Enter key to update and return to the Preparer's Transaction Menu. (If the bond is to be held in safekeeping and you entered an S in the appropriate field, the system returns to the Preparer's Transaction Menu.)

If the bond is to be mailed, the following screen appears:

<u>**BOND INFORMATION MAILING SCREEN**</u>

```
********************************************************************************************************************************************
TBPPBA26-02                         BONDS & ALLOTMENT SYSTEM                                    xx/xx/xxxx
TMBOWZ                           ALLOTMENT BOND AUTHORIZATION                                   xx:xx:xx
                                    BOND MAILING INFORMATION


    NAME OF BOND RECIPIENT . DAVID COURTER
    ADDRESS . . . . . . . .      2839 S 7TH
    CITY/APO-FPO . . . . . .     SAN DIEGO
    STATE . . . . . . . . .      CA
    ZIP CODE . . . . . . . .     98742
    FOREIGN COUNTRY. . . ..

ENTER: PROCESS                        PF3: RETURN                          CLEAR: REFRESH
********************************************************************************************************************************************
```

Complete the following fields:

<u>FIELD</u>

                    <u>ENTRY</u>

NAME OF BOND RECIPIENT	Enter the recipient's name (first, middle initial, last) to a maximum of 23 characters.
ADDRESS	Enter the street address to a maximum of 30 characters.

CITY/APO-FPO   Enter the name of the city where the allottee is located to a
                          maximum of 20 characters. Do not abbreviate other than to
                          indicate a direction. Designate those addressees serviced by an
                          Army, Air Force, or Navy post office with the letters APO/FPO,
                          followed by a space and the appropriate designation of AA, AE, or
                          AP. If the city is in the Commonwealth of Canada, enter the
                          city's name, a space, and the two-letter Canadian province code.

STATE   Enter the two-letter state code if the address is in a territory,
                          possession, or administered area of the United States. Do not
                          enter state if APO/FPO.

ZIP CODE   Enter the ZIP Code as listed in the National ZIP Code Directory
                          for those allotments mailed within the United States, posses-
                          sions, or administered areas, and for all APO and FPO addresses.

FOREIGN COUNTRY   Enter the name of the foreign country to a maximum of 20
                          characters. If the foreign country exceeds 20 spaces, prepare a
                          DD Form 2558 and forward to the DFAS-PMCRP/KC for
                          processing.

Press the F3 key to return to the Preparer's Transaction Menu, the Enter key to update and
return to the Preparer's Transaction Menu.

        e.   Charity Information Screen. The following screen appears if you entered
option 02 or 06 from the Preparer's Transaction Menu. A member may start or stop any of two
types of charity allotments. Change of amount transactions are not authorized for charity
allotments.

CHARITY INFORMATION SCREEN

```
************************************************************************************************************
TBPPBA22-01                        BONDS & ALLOTMENTS SYSTEM                       xx/xx/xxxx
TMBOWZ                            ALLOTMENT BOND AUTHORIZATION                    xx:xx:xx
                                      CHARITY INFORMATION
   START/STOP ...........        START
 * CFC/NRS ..............        CFC
   SSN ..................        0199686529
   LAST NAME ............        FRAIJO
   FIRST NAME ...........        SAM
   MIDDLE INITIAL .......        F
   PAY GRADE ............        E6
 * RUC ..................        36000
 * ORGANIZATION .........        HQBN
 * AGENCY CODE ..........        0152
 * FIRST DEDUCTION DATE ....          19960101
 * TERM IN MONTHS .......        12
 * AMOUNT OF DEDUCTION  ....     0200.00
   LAST DEDUCTION DATE ..
   STOP REASON CODE  ....                       STOP REASON DATE .....

 ENTER:  PROCESS                       PF3:  RETURN                CLEAR:  REFRESH
************************************************************************************************************
```

FIELD   ENTRY

START/STOP   If option 2 is selected, START will appear. If option 06 is
                             selected, STOP will appear.

CFC/NRS   Enter CFC or NRS (see note).

SSN   This field is system supplied.

LAST NAME   This field is system supplied.

FIRST NAME   This field is system supplied.

MIDDLE INITIAL   This field is system supplied.

PAY GRADE   This field is system supplied.

RUC   Enter the five-digit reporting unit code (see note).

ORGANIZATION   Enter the member's organization to a maximum of five characters
                             (see note).

★AGENCY CODE   Enter the four-digit agency code (see note). CFC agency codes
                             range from 0001-0995. NMCRS agency codes range from 0901-
                             0954.   Be sure you use the regional codes by selecting the
                             Combined Federal Campaign Locations And Locality Codes
                             option   on   the   internet   site   at
                             https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotment

s.htm.

FIRST DEDUCTION DATE	Enter the eight-digit date in DoD format (see note).
TERM IN MONTHS	Enter the number of months from 03 through 12 except for NMCRS allotments which must be registered for 12 months (see note).
AMOUNT OF DEDUCTION	Enter the dollar amount of the allotment to a maximum of six digits (see note).
LAST DEDUCTION DATE	The current eight-digit effective date is system supplied, but it may be overridden for entering future dates.
★STOP REASON CODE	Enter the one-digit stop code from a listing of NSLI reasons codes, select the Allotment Stop Codes option from the internet site at https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotments.htm. From the reports listed, select the allotment stop code listing).
STOP REASON DATE	Enter the eight-digit stop date in DoD format.

Press F3 to return to the Preparer's Transaction Menu, the Enter key to update and return to Preparer's Transaction Menu.

```
NOTE:  Each field marked by an asterisk (*) will retain the same
       data initially input as subsequent allotments are keyed.
       To change the data in any field, key over the desired
       field with the new data.
```

ABAs cannot be printed for charity allotment starts. Forward signed pledge cards to the finance/disbursing officer with a copy of the charity work document.

       f.   Review B&A for Requested SSN. From the Preparer's Transaction Menu, enter option 12 and the requested SSN. (The member's initials may also be entered.) The first active individual allotment screen for the SSN entered will appear. Press the Enter key until the screen with the desired allotment appears. The following is an example of an individual allotment screen:

```
************************************************************************************************************
REFRESHTBAPBARR-00              BONDS & ALLOTMENT SYSTEM                        xx/xx/xxxx
TMBOWZ                          ALLOTMENT RECORD DISPLAY                        13:00:46
 NAME: GARNETT        INITS: GRC  RANK: E6      SSN: 0199459335      SFX: 02

EX-DATE  ID PURP   PURP  PLN  LP-DATE     FP-DATE     WK-DATE       AMOUNT        MULT.ST.CDS
 1986/09  20 D      B    057  0000/00/00  1983/08/01  1983/08/00    $100.00
 RMK      TERM  ACCT/POLICY NUMBER        ALLOTTEE CD                 DELETE FLAG: 0
 000      000      32-29134564            CMP.FLG.: 3                 BNF/CO/OWN FG:
EFT COMPANY NAME                          ACCT OWNER / BOND OWNER     SSN


NAME, ADDRESS, ZIP:      HOLD CODE:       CASE NUMBER/BNF-CO-OWNER          SSN
NMCRS CONTRIBUTIONS                                                         00000000
DFAS-KC                                   LBED         FBED       COUNTER   BOND REFUND

                                                                    11       0000000
KANSAS CITY  MO                           RTN          DD/EFT FLAG REC TYPE FLAG
64197
ADR.ALOT: 3003330 000000616719830707 000      TRACE NUMBER                    DATE  FIPS  CODE
ADR.RMK1: 3003330 000000616719830707 000
ADR.RMK2: 3003330 000000616719830707 000
***********************************************   ALLOTMENTS CONTINUED   *******************************************
ENTER: PROCESS                              PF3: RETURN                    CLEAR: REFRESH
************************************************************************************************************
```

Once the requested allotment appears, press the `F10` key to return to the Preparer's Transaction Menu. Select the appropriate option; the member's SSN, initials, and suffix will be system supplied. Press the `Enter` key.

        g.   Delete a Transaction. Option 13 allows the preparer to delete a transaction that was previously entered and later determined to be erroneous. If the necessary information is unknown, you will have to print the ABA Work Document. Once the ABA Allotment Information Screen appears with the transaction to be deleted, press the `Enter` key. This will delete the transaction and return you to the Preparer's Transaction Menu. A message advising you that the transaction was deleted from the ABA transaction file will appear. Preparers may delete a transaction that they have input anytime prior to forwarding them to the disbursing office for certification.

        h.   Work Document Screen. The following screen appears if you selected option 14 from the Preparer's Transaction Menu:

WORK DOCUMENT SCREEN

```
TBAPG120-00                           BOND & ALLOTMENT SYSTEM                           02/06/1998
 TPAAPM                          ALLOTMENT BOND AUTHORIZATION (ABA)                      07:28:20
                                        WORK DOCUMENT PRINT


                               1 - PRINT 'REGULAR' WORK DOCUMENT
                               2 - PRINT 'CHARITY' WORK DOCUMENT
                               3 - PRINT 'ACN' WORK DOCUMENT
                               4 - PRINT ALL WORK DOCUMENTS

                               ENTER OPTION:


                                     NETWORK PRINTER ID
                                         TTP58A12



   ENTER: PROCESS                     PF1: FORMS ALIGNMENT                    PF3: RETURN
```

Complete the following fields:

FIELD   ENTRY

ENTER OPTION   Enter the number of the desired option described on the screen.

Select one of the keys listed below to perform the desired action:

Key   Action

ENTER   Processes the requested option.

PF1   Test the forms alignment. Make sure that the printer is on. For a non-laser
               printer, align the paper so that the perforation is a click or two above the print
               wheel. The printer prints a broken line at the top and at the bottom of the
               paper. If these two prints do not appear as stated, perform the alignment
               procedure again.

PF3   Return to the Preparer's Transaction Menu.

The following is an example of an ABA Work Document:

ABA WORK DOCUMENT

```
*******************************************************************************************************
                              ABA WORK DOCUMENT                                     PAGE:001

    DSSN                        PREPID                                      DATE
    ----                        ------                                      ------
    6187                        MBTPLW                                      xx/xx/xxxx

--------------------------------------------------------------------------------------------------
---
DATE     TIME                                                      TYPE
OF       OF      *** MEMBERS ***          STOP     START            OF            EFF    REC
ENTRY    ENTRY   SSN        INITS   RUC    AMOUNT   AMOUNT   TRANSACTION          DATE S STAT  AGENCY
--------------------------------------------------------------------------------------------------
---
19960902 105920  098680789  BPL     12345  100.00           START ALLOTMENT      199605 ADD
19961007 134847  123423789  KKK     12345  50.00            START ALLOTMENT      199605 ADD
*******************************************************************************************************
```

    i. <u>Final Document Print Screen</u>. This procedure allows for the printing of the ABA document that will be signed by the member and witnessed by an officer. The following screen appears if you selected option 15 during the Preparer's Transaction Menu:

FINAL DOCUMENT PRINT SCREEN

```
TBAPG130-01                    BONDS & ALLOTMENTS SYSTEM                       02/06/1998
TPAAPM                    ALLOTMENT BOND AUTHORIZATION (ABA/ACN)               07:28:59
                              FINAL DOCUMENT PRINT


                         1   PRINT ALL ABA'S SINCE DATE/TIME
                         2   PRINT SINGLE ABA BY DATE/TIME
                         3   PRINT ALL ACN'S SINCE DATE/TIME
                         4   PRINT SINGLE ACN BY DATE/TIME

                    ENTER OPTION
            ENTER DATE PREPARED   19980206
            ENTER TIME PREPARED   000000


            DEFAULT PRINTER    TTP58A12




ENTER: PROCESS         PF1: FORMS ALIGNMENT        PF3: RETURN          CLEAR: REFRESH
```

Complete the following fields:

 <u>FIELD</u>   <u>ENTRY</u>

 ENTER OPTION   Enter the number of the desired option. The following describes
              the different options:

              <u>Key</u>   <u>Option</u>

              1   Print all ABAs on file since a particular date.

              2   Print a single ABA by entering the date and time
                      prepared. Can be deleted by certifier if in print
                      status or by preparer if in add status.

              3   Print all ACN's on file since a particular date.

              4   Print a single ACN by entering the date and time
                      prepared. Can be deleted by certifier if in print
                      status or by preparer if in add status.

 ENTER DATE   Enter the date ABA/ACN was prepared.
 PREPARED

 ENTER TIME   Enter the time ABA/ACN was prepared.
 PREPARED

 DEFAULT PRINTER   This field reflects the number of the printer to which your system
              defaults. If you want documents to print elsewhere, enter that
              printer number.

Select one of the keys listed below to perform the desired action:

 <u>Key</u>   <u>Action</u>

 Enter   Processes the requested option.

 PF1   Test the forms alignment. Make sure that the printer is on. For a non-laser
        printer, align the paper so that the perforation is a click or two above the print
        wheel. The printer prints a broken line at the top and at the bottom of the
        paper. If these two prints do not appear as stated, perform the alignment
        procedure again.

 PF3   Return to the Preparer's Transaction Menu.

4.   Address Change Notification Process. Individual allotment address changes will be allowed to foreign country addresses only. Individual allotment account owner and account number changes will only be allowed to allotments that have a foreign address. Required changes to individual allotments other than those that have a foreign address need to be forwarded to. You may change addresses, account owners, account numbers and remove delete flags by selecting option 16 from the Preparer's Transaction Menu. The ELSIG that is assigned under option H, Bond and Allotment On-Line Process may be used, or Preparer and Certifier ELSIGs may be assigned for this option. All of the steps that are used to input and process ABAs apply to the address change notification process. No retroactive actions will be allowed. When option 16 is chosen, the Allotment Address Change Notification Preparer's Transaction Menu appears as follows.

```
TBAPG000-02                          BONDS & ALLOTMENTS SYSTEM                          03/27/1997
TMBPTB                       ALLOTMENT ADDRESS CHANGE NOTIFICATION                        09:17:19
                                   PREPARERS TRANSACTION MENU
OPTION                    PARAMETERS        OPTION                       PARAMETERS
01 REVIEW B-A FOR SSN     (1-2)             07 DELETE A TRANSACTION      (1,5,6)
02 CHANGE OF ADDRESS      (1-2)             08 PRINT ACN WORK DOCUMENT   (1)
03 ACCOUNT NUMBER CHANGE  (1-2)             09 PRINT ACN FINAL DOCUMENT  (1)
04 UPDATE DELETE FLAG     (1-2)             10 RETURN TO B-A MENU        (1)
05 ACCOUNT OWNER CHANGE   (1-2)
06 EFT CHANGE             (1-2)
--------------------------------------------------------------------------------------------------
----
                  (1) OPTION     : 01
                  (2) SSN        :
                  (3) INITIALS   :                   DEFAULT PRINTER:
                  (4) SUFFIX     : 01                    TTP58A12
                  (5) DATE
                  (6) TIME       : 19970327   (ENTER IN YYYYMMDD FORMAT : 091719  (ENTER IN HHMMSS FORMAT)

ENTER: PROCESS            PF3: RETURN              CLEAR: REFRESH
```

FIELD   ENTRY OPTION

                        Select the appropriate key for the desired option.
                        Key   Option

                        1   Option 01 is identical to the 'Review B-A for
                                   Requested SSN' option that is available on the ON-
                                   LINE ABA Preparer's Transaction Menu. Select
                                   option 01, input the SSN, and press the Enter key.

                        2   Option 02 will allow you to change an address.
                                   Changes to individual allotments, other than foreign
                                   addresses, need to be forwarded to DFAS-
                                   PMCRP/KC. If option 02 is selected prior to

selecting option 01, the following message appears: 'RECORD MUST BE RETRIEVED USING OPTION 01 BEFORE THIS OPTION'. Option 02 must be attempted on active allotments or the screen will show 'RECORD NOT VALID FOR THIS OPTION'. If option 02 is selected and you are trying to change a garnishment allotment, the screen will show 'DSSN NOT VALID FOR THIS OPTION' as those changes are restricted to DSSN 0100 and 0007. Also, option 02 will not allow action on blanket allotment addresses, EFT addresses, safekeeping bond allotments or NSLI allotments. The following message will appear if these actions are attempted, 'RECORD INVALID FOR THIS OPTION'. Once Option 02 is selected, enter the RUC, organization, allottee address, city, state, ZIP Code or foreign country. When the Enter key is pressed, the data will begin processing. If the data entered passes all the edits, you will be prompted to press the F5 key to process or the F3 key to exit. You will then be returned to the Preparer's Transaction Menu. If the F5 key was selected, a confirmation message will appear at the bottom of the screen. You can then repeat option 01 (review) and retain a record (F10) to process additional transaction.

3   If option 03 is selected prior to selecting option 01, the following message appears: 'RECORD MUST BE RETRIEVED USING OPTION 01 BEFORE THIS OPTION'. Option 03 must be attempted on active individual or blanket allotments or the screen will show 'RECORD NOT VALID FOR THIS OPTION'. Once option 3 is selected, enter the RUC, organization and new account number. When the Enter key is pressed, the data will begin processing. If the data entered passes all the edits, you will be prompted to press the F5 or F3 key. You will then be returned to the Preparer's Transaction Menu. If the F5 key was selected, a confirmation message will appear at the bottom of the screen. You can then repeat option 01 (review) and retain a record (F10) to process additional transaction.

4   If option 04 is selected prior to selecting option 01, the following message appears: 'RECORD MUST BE RETRIEVED USING OPTION 01 BEFORE THIS

OPTION'. Option 04 is restricted to closed records with delete flag set to 1. The screen will read `NO DELETE FLAG ON FILE FOR REQUESTED SSN!'`. (Note: If you attempt to update the delete flag on any other record, the screen will read `NO DELETE FLAG ON FILE FOR REQUESTED SSN!'`). Once option 04 is selected, enter the RUC, organization, or delete flag update. When the Enter key is pressed, the data will begin processing. If the data entered passes all the edits, you will be prompted to press the F5 or F3 key. You will then be returned to the Preparer's Transaction Menu. If the F5 key was selected, a confirmation message will appear at the bottom of the screen. You can then repeat option 01 (review) and retain a record (F10) to process additional transaction

5   If option 05 is selected prior to selecting option 01, the following message appears: `RECORD MUST BE RETRIEVED USING OPTION 01 BEFORE THIS OPTION'`. Option 05 must be attempted on active individual, blanket, or bond allotments or the screen will show 'RECORD NOT VALID FOR THIS OPTION'. Once option 05 is selected, enter the RUC, organization, account/bond owner, bond owner SSN, BNF-CO-OWN, update BNF-CO-SSN or update BNF-CO-FLAG. When the ENTER key is pressed, the data will begin processing. If the data entered passes all the edits, you will be prompted to press the F5 or F3 key. You will then be returned to the Preparer's Transaction Menu. If the F5 key was selected, a confirmation message will appear at the bottom of the screen. You can then repeat option 01 (review) and retain a record (F10) to process additional transaction.

6   If option 06 is selected prior to selecting option 01, the following message appears: `RECORD MUST BE RETRIEVED USING OPTION 01 BEFORE THIS OPTION'`. Option 06 must be attempted on active allotments or the screen will show 'RECORD NOT VALID FOR THIS OPTION'. Option 06 will be allowed only on EFT allotments. If it is attempted for other allotments, the following message will appear, 'RECORD INVALID FOR THIS OPTION'.

Once option 06 is selected enter the RUC, organization, account number, account owner, EFT company name, update RTN, update Rec-Type-Flag, or update FIPS. When the `Enter` key is pressed, the data will begin processing. If the data entered passes all the edits, you will be prompted to press the `F5` or `F3` key. You will then be returned to the Preparer's Transaction Menu. If the `F5` key was selected, a confirmation message will appear at the bottom of the screen. You can then repeat option 01 (review) and retain a record (`F10`) to process additional transaction.

7   Option 07 is used to delete information previously input using options 02 through 06. To select the transaction that you are going to delete, you must enter the member's SSN and the date and time that the transaction was input. This information is provided on the ACN Work Document which can be printed using option 8 and reviewed prior to selecting option 7. After the above information is entered and the correct record is selected, press the `Enter` key and you will receive the following confirmation message when returned to the Preparer's Transaction Menu `'TBADELET:  THE DELETE A TRANSACTION ENTERED HAS BEEN SUCCESSFULLY ADDED TO ABA TRANSACTION'`. Note: Certified transactions are not accessible for deletion.

8   Option 08 is to be used for printing the work document records as currently is used in the On-Line ABA System. Once you have entered option 08, select 3, "Print ACN Work Document," to print the document. After your request has processed, you will be returned to the Preparer's Transaction Menu and receive the following confirmation message `'TBAPCOMPLETE-ABA WORK DOCUMENT SUCCESSFULLY SENT TO THE PRINTER'`.

9   Option 09 is used to print final documents and the following screen appears. Once you have entered option 09, select option 3 or 4, as appropriate, from the Final Document Print screen. After your request has been processed, you will receive the following confirmation message `'TBAOP1COMPTE - THE`

```
                                     PRINT ALL FINAL DOCUMENTS REQUEST HAS BEEN
                                     SUCCESSFULLY SENT TO THE PRINTER'.
```

                  10   Option 10 is used to return to the B&A MENU.
Select option 10 and press the `Enter` key.

      a.   <u>Option 01--Review B-A for SSN</u>. From the Preparer's Transaction Menu, enter option 01 and the requested SSN. (The member's initials may also be entered.)   The Allotment Record Display Screen will be displayed showing the first allotment record (active or inactive) for the SSN entered. Press the `Enter` key until the screen with the desired allotment appears. The following are examples of individual allotment screens. The left side of the Address Change screen that is brought forward will consist of information extracted from the master file. The right side of the screen will contain input fields for the updates or corrections to the record. These entries (1 through 7) will correspond to the option entered.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ TBCPR150-00              BONDS & ALLOTMENTS SYSTEM                 04/01/1997   │
│ TMBPTB                   ALLOTMENT RECORD DISPLAY                  08:58:14     │
│                                                                                │
│  NAME: STRUM      INITS: SSM  RANK: 3  SSN: 0001945001  SFX: 01                 │
│                                                                                │
│ EX-DATE   ID   PURP  PLN  LP-DATE    FP-DATE    WK-DATE   AMOUNT   MULT.ST.CDS  │
│ 199703    01   B     086  1996/02/29 1995/07/01 1996/04/22 $31.25 ''' 01'' M '' │
│ RMK   TERM   ACCT/POLICY NUMBER    ALLOTTEE CD              DELETE FLAG:        │
│ 001   000                  CMP.FLG. : 4              BNF/CO/OWN.FG: C           │
│ DD/EFT COMPANY NAME       ACCT OWNER / BOND        SSN                          │
│ DANIEL R STRUM                SCOTT M STRUM            001685001                │
│ NAME,ADDRESS,ZIP          HOLD CODE:                                            │
│ CASE NUMBER / BNF-CO-OWNER                         SSN                          │
│ SCOTT M STRUM                DANIEL R STRUM        001685073                    │
│ 118 FRANKLIN ST                                                                │
│ LBED   FBED    COUNTER     BOND REFUND                                          │
│ 0296   1096      02         0006250                                            │
│ SOMERSWORTH     NH    33                                                        │
│  RTN               DD/EFT FLAG  REC TYPE FLAG                                   │
│  03878                                                                          │
│ ADR.ALOT: 3500463 0230106795 019960417     TRACE NUMBER    DATE    FIPS CODE    │
│ ADR.RMK1: 3401139 0230106795 019950622                                         │
│ ADR.RMK2: 3401139 0230106795 019950622                                         │
│           ****************  ALLOTMENTS CONTINUED   ****************             │
│          ENTER: PROCESS    PF3: RETURN    PF10: RETURN WITH RECORD   CLEAR: REFRESH │
└──────────────────────────────────────────────────────────────────────────────┘
```

Once the requested allotment appears, press `F10` to retain the record and return to the Preparer's Transaction Menu. The Preparer's Transaction Menu will appear with following prompt at bottom of screen: `'TBARETAIN  - THE RECORD SELECTED HAS BEEN RETAINED FOR FURTHER PROCESSING'`. Select the appropriate option; the member's SSN, initials and suffix will be system supplied. Press the `Enter` key.

   b.   Option 02--Address Change Information Screen. Individual allotment address changes will be allowed to foreign countries only. If you select option 02 from the Preparer's Transaction Menu and retain the appropriate record, the following screen will be displayed:

```
PR010-00                          BONDS & ALLOTMENTS SYSTEM                           03/27/1997
 TMABSS                      ALLOTMENT ADDRESS CHANGE NOTIFICATION                      09:31:43
                                       ADDRESS CHANGE
  SSN 9999999999        NAME IM  MARINE JR        RUC 88888         ORGN DFKC

  TYPE OF ALLOTMENT  D      FP-DATE 19940801 AMOUNT   $290.00
  ACCOUNT NUMBER           099999999997
  ACCOUNT/BOND OWNER       I M MARINE JR
  BOND OWNER SSN           000000000
  EFT COMPANY NAME
  ALLOTTEE                 GMAC C/0 PAYMENT PRO
  ALLOTTEE ADDRESS         POB 2222        ROUTE 1
  CITY/APO-FPO             CHARLOTTE       SOMEWHERE
  STATE                    NC              NC
  ZIP CODE                 28253            28253
  FOREIGN COUNTRY
  CASE NO/BNF-CO-OWN
  BNF-CO-SSN               000000000
  BNF-CO-FLAG
  ROUTING NUMBER           CESSING C
  REC-TYPE-FLAG
  FIPS CODE
  DELETE FLAG                          BOND  INDICATOR  X
  HOLD CODE
  ENTER: PROCESS                       PF3: RETURN                      CLEAR: REFRESH

  PLEASE VERIFY INFORMATION AND PRESS THE PF5 KEY TO ACTIVATE OR PF3 TO EXIT.
```

Complete the following fields. (Note: You may update one or all fields of the address information. Any field that is not updated by preparer will be system supplied from the existing allotment record.)

FIELD   ENTRY

RUC   Enter the five digit reporting unit code.

ORGN   Enter the member's organization to a maximum
                               of five characters.

ALLOTTEE ADDRESS   Enter the street address of the allottee to a maximum of 30
                               characters. Abbreviate when possible, e.g., W for West,
                               BLVD for boulevard, etc.

CITY APO/FPO   Enter the name of the city where the allottee is located to a
                               maximum of 13 characters. Do not abbreviate other than to
                               indicate a direction. Designate those addresses serviced by an
                               Army, Air Force or Navy post office with the letters APO or FPO
                               followed by a space and the appropriate designation of AA, AE or
                               AP. If the city is in the Commonwealth of Canada, enter the city's
                               name, and the two letter Canadian province as shown in table 1-2.

BOND SERIES   Enter the savings bond series indicator, Series I (I bond) or T (EE
INDICATOR   bond).

ZIP CODE   Enter the ZIP Code, as listed in the National ZIP Code Directory,
                          for those allotments mailed within the United States, possessions
                          or administered, and for all APO and FPO addresses.

FOREIGN COUNTRY   Enter the name of the foreign country to a maximum of 20
                          characters (see table 1-3). If the foreign country is not listed,
                          contact for processing.

       c.   Option 03--Account Number Change. Perform the B-A review using F10 to select record for account number change and then select option 03 to change the account number. Option 03 may only be used on individual or blanket allotments. Account number changes will only be allowed for individual allotments that have a foreign address.

```
TBCPR030-00                          BONDS & ALLOTMENTS SYSTEM                      03/27/1997
TMABSS                          ALLOTMENT ADDRESS CHANGE NOTIFICATION               09:44:21
                                      ACCOUNT NUMBER CHANGE
 SSN  9999999999           NAME IM  MARINE         RUC: XXXXX  ORGN: XXXX
 TYPE OF ALLOTMENT  L       FP-DATE  19970101 AMOUNT    $58.10
 ACCOUNT NUMBER            LOAN ARC           MARINE-9999
 ACCOUNT/BOND OWNER        DANIEL E BOUSQUET
 BOND OWNER SSN            000000000
 EFT COMPANY NAME
 ALLOTTEE                  AMERICAN NATL RED CR
 ALLOTTEE ADDRESS           PO BOX 74548
 CITY/APO-FPO              CLEVELAND
 STATE                      OH
 ZIP CODE                  44194
 FOREIGN COUNTRY
 CASE NO/BNF-CO-OWN
 BNF-CO-SSN                000000000
 BNF-CO-FLAG
 ROUTING NUMBER           OSS
 REC-TYPE-FLAG
 FIPS CODE
 DELETE FLAG
 HOLD CODE
 ENTER: PROCESS                           PF3: RETURN                CLEAR: REFRESH
```

Enter the following:

FIELD   ENTRY

RUC   Enter the five digit reporting unit code.

ORGN   Enter the member's organization to a maximum of five characters.

ACCOUNT NUMBER   Enter an alphanumeric account number, up to 20 characters.

       d.   Option 04--Update Delete Flag. Option 04 allows removal of a file lock on the Bond and Allotment System if member is in a valid pay status on the Marine Corps Total

Force System. Review the B-A and retain any record on member's file. Select Option 04 and press the Enter key.

```
TBCPR040-00                          BONDS & ALLOTMENTS SYSTEM
03/27/1997
 TMABSS                       ALLOTMENT ADDRESS CHANGE NOTIFICATION              09:52:57
                                      UPDATE DELETE FLAG
 SSN 9999999999    NAME IM  MARINE        RUC  XXXXX              ORGN XXXXX

  TYPE OF ALLOTMENT  S      FP-DATE  19940101 AMOUNT   $264.00
  ACCOUNT NUMBER            32-484590
  ACCOUNT/BOND OWNER        NELSON GE
  BOND OWNER SSN            000000000
  EFT COMPANY NAME
  ALLOTTEE                  MCAS BEAUFORT FCU
  ALLOTTEE ADDRESS          PO DRAWER 1227
  CITY/APO-FPO              BEAUFORT
  STATE                     SC
  ZIP CODE                  29901
  FOREIGN COUNTRY
  CASE NO/BNF-CO-OWN
  BNF-CO-SSN                000000000
  BNF-CO-FLAG
  DELETE FLAG UPDATE
  DELETE FLAG    1
  HOLD CODE
  ENTER: PROCESS           PF3: RETURN               CLEAR: REFRESH
```

Enter the following:

FIELD	ENTRY
RUC	Enter the five digit reporting unit code.
ORGN	Enter the member's organization to a maximum of five characters.
DELETE FLAG UPDATE	Enter Y to remove delete flag from file.

       e.   Option 05--Account Owner Change. Once option 05 is selected, you can enter the RUC, organization, account/bond owner, bond owner SSN, BNF-CO-OWN, update BNF-CO-SSN or update BNF-CO-FLAG. Account owner changes can be processed for individual allotments only when the allotment has a foreign address.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ TBCPR050-02                        BONDS & ALLOTMENTS SYSTEM                   │
│ 04/08/1997                                                                    │
│ TMBPTB                     ALLOTMENT ADDRESS CHANGE NOTIFICATION      10:40:03 │
│                                 ACCOUNT OWNER UPDATE                           │
│  SSN:              0000000000    NAME: JP STEVENS   RUC: XXXXX   ORGN: XXXXX   │
│                                                                               │
│                                                                               │
│  TYPE OF ALLOTMENT:    B FP-DATE: 19970401   AMOUNT: $250.00                   │
│                                                                               │
│                                                                               │
│  ACCOUNT NUMBER:                                                              │
│  ACCOUNT/BOND OWNER:   DJ STEVENS                                             │
│  BOND OWNER SSN:       000000000                                             │
│  EFT COMPANY NAME:     XXXXXXXXX                                              │
│  ALLOTTEE:                                                                    │
│  ALLOTTEE ADDRESS:                                                            │
│  CITY/APO-FPO:                                                                │
│  STATE:                                                                       │
│  ZIP:                  00000                                                  │
│  FOREIGN COUNTRY:                                                             │
│  CASE NO/BNF-CO-OWN:   DEBRA K GRONVOLD  / JP STEVENS                         │
│  BNF-CO-SSN:           000000000    BNF-CO-FLG: B         BOND - INDICATOR    │
│                                                                               │
│  UPDATE BNF-CO-SSN:    000000000    UPDATE BNF-CO-FLAG:   C                   │
│                                                                               │
│  DELETE FLAG:                       H OLD-CODE:                               │
│                                                                               │
│  ENTER: PROCESS                        PF3: RETURN          CLEAR: REFRESH    │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter the following:

FIELD	ENTRY
RUC	Enter the five digit reporting unit code.
ORGN	Enter the member's organization to a maximum of five characters.
ACCOUNT/BOND OWNER	Enter the account or bond owner's name (first, middle initial, last) to a maximum of 25 characters.
BOND SERIES	Enter the savings bond series indicator, either Series I (I bond) or T
INDICATOR	(EE bond).
BOND OWNERS SSN	Enter the bond owner's nine-digit SSN if the owner is an individual other than the member.
BNF-CO-OWN	Enter the co-owner's or beneficiary's name (first, middle initial, last) to a maximum of 25 characters. The bond co-owner or bene-ficiary is restricted to one name. *

UPDATE BNF-CO-SSN   Enter the new nine-digit SSN preceded by a leading zero. If the SSN is unknown, enter nine zeros. *

UPDATE BNF-CO-FLAG   Enter the letter B to indicate beneficiary or the letter C if you are changing the flag to co-owner. Enter the letter N if you are changing the flag to indicate that no co-owner or beneficiary is to be named. *

*Input to one or all of these fields is allowed on bond allotments only. The system will supply existing data, however, if bond owner or SSN is altered, both fields must be entered.

            f.   Option 06--EFT Change. Once option 06 is selected, you can enter the RUC, organization, account number, account owner, EFT company name, update RTN, update Rec-Type-Flag, or update FIPS.

```
TBCPR070-00                      BONDS & ALLOTMENTS SYSTEM                      04/08/1997
TMBPTB                       ALLOTMENT ADDRESS CHANGE NOTIFICATION
12:31:15
                                   UPDATE EFT ACCOUNT
 SSN                    0000000000
 NAME                   SM  STRUM
 RUC                     XXXXX
 ORGN                   XXXXX
 TYPE OF ALLOTMENT      S
 FP-DATE                1970301
 AMOUNT                  $110.00
 ACCOUNT NUMBER         32-9999001685001    XXXXXXX
 ACCOUNT/BOND OWNER     STRUM SM            XXXXX XX
 BOND OWNER SSN          000000000
 EFT COMPANY NAME       1ST NAVY            XXXXXXXXX XXX XXXXXX
 ALLOTTEE               FIRST NAVY BANK
 ALLOTTEE ADDRESS        NAVAL AIR STATION
 CITY/APO-FPO           PENSACOLA
 STATE                  FL
 ZIP CODE                32508
 FOREIGN COUNTRY
 CASE NO/BNF-CO-OWN
 UPDATE CASE NO
 ROUTING NUMBER          063208823
 REC-TYPE-FLAG  1       FIPS CODE
 UPDATE ROUTING NO      XXXXXXXXX
 UPDATE REC-TYPE-FLAG
 UPDATE FIPS

 ENTER: PROCESS                     PF3: RETURN                     CLEAR: REFRESH
```

FIELD   ENTRY

RUC   Enter the five digit reporting unit code.

ORGN   Enter the member's organization to a maximum of five characters.

ACCOUNT NUMBER   Enter the account/policy number to a maximum of 20 characters.

ACCOUNT OWNER   Enter the name of the account owner to a maximum of 20 alpha characters.

EFT COMPANY NAME   Enter the new company name (up to 20 alphanumeric characters for the insurance or mortgage company) for third-party (bill payer) allotments.

UPDATE CASE NO   Enter the new account number for third-party EFT allotments.

UPDATE RTN   Enter the new nine-digit number obtained from the SF 1199A.

UPDATE REC TYPE   Enter the new type flag, 0 through 9, as FLAG applicable.

FIPS CODE   Enter a five to seven-digit code used for child/spousal support garnishment allotments. This is for DFAS-KC use only.

```
NOTE:  You may update one or all fields of the address
       information.  Any field that is not updated by the
       preparer will be system supplied from the existing record.
```

   g. <u>Option 07--Delete a Transaction</u>. Prior to selecting option 07, the ACN Work Document must be printed using option 08 so you will have access to the date and time transactions were input. Once option 07 is selected, you must enter the member's SSN and the input date and time of the particular transaction that you want to delete.

```
TBCPR000-02                    BONDS & ALLOTMENTS SYSTEM                       04/08/1997
TMBPTB                   ALLOTMENT ADDRESS CHANGE NOTIFICATION                  12:38:04
                              PREPARERS TRANSACTION MENU

     OPTION            PARAMETERS              OPTION                PARAMETERS
  01 REVIEW B-A FOR SSN    (1-2)       07 DELETE A TRANSACTION         (1,5,6)
  02 CHANGE OF ADDRESS     (1-2)       08 PRINT ACN WORK DOCUMENT      (1)
  03 ACCOUNT NUMBER CHANGE (1-2)       09 PRINT ACN FINAL DOCUMENT     (1)
  04 UPDATE DELETE FLAG    (1-2)       10 RETURN TO B-A MENU           (1)
  05 ACCOUNT OWNER CHANGE  (1-2)
  06 EFT CHANGE            (1-2)

----------------------------------------------------------------------------------------
----
         (1) OPTION  :     07
         (2) SSN     :     0000000000
         (3) INITIALS :    DEFAULT PRINTER:
         (4) SUFFIX  : 01  TTP58A12
         (5) DATE    : 970408       (ENTER IN YYYYMMDD FORMAT)
         (6) TIME    : 123804   (ENTER IN HHMMSS FORMAT)


ENTER: PROCESS                     PF3: RETURN                  CLEAR: REFRESH
```

Once the record is selected to process, you will receive the following confirmation message when you press the Enter key and are returned to the Preparer's Transaction Menu where the

following confirmation message will appear on the screen `TBADELET:    THE  DELETE  A TRANSACTION ENTERED HAS BEEN SUCCESSFULLY ADDED TO ABA TRANSACTION'`.

        h.   <u>Option 08--Print ACN Work Document</u>. Once you entered option 08, the following screen appears:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  xxxxxxxx-xx              BOND & ALLOTMENT SYSTEM                 xx/xx/xxxx    │
│  xxxxxx              ALLOTMENT BOND AUTHORIZATION (ABA)           xx:xx:xx     │
│                          ACN WORK DOCUMENT PRINT                               │
│                                                                               │
│                   1 -  PRINT 'REGULAR' WORK DOCUMENT                           │
│                   2 -  PRINT 'CHARITY' WORK DOCUMENT                           │
│                   3 -  PRINT 'ACN' WORK DOCUMENT                               │
│                   4 -  PRINT ALL WORK DOCUMENTS                                │
│                                                                               │
│                       ENTER OPTION:                                           │
│                                                                               │
│                          NETWORK PRINTER ID                                   │
│                             XXXXXXXX                                          │
│                                                                               │
│  ENTER: PROCESS              PF1: FORMS ALIGNMENT              PF3: RETURN     │
└──────────────────────────────────────────────────────────────────────────────┘
```

Select option 3, Print 'ACN' Work Document and press the Enter key to print the document and to return to the Preparer's Transaction Menu. The transactions displayed are based upon input. After your request has processed, you will be returned to the Preparers Transaction Menu and the following confirmation message will appear on the screen: `TBAPCOMPLETE-ABA WORK DOCUMENT SUCCESSFULLY SENT TO THE PRINTER'`.

The following shows the print results for 'ACN Work Document':

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                           ACN WORK DOCUMENT              PAGE:    1            │
│                                                                               │
│        DSSN                      PREPID                   DATE                 │
│        ----                      ------                   ----                 │
│        XXXX                      XXXXXX                   XX/XX/XXXX           │
│ ------------------------------------------------------------------------------│
│ ---                                                                           │
│ DATE      TIME                                                                │
│  OF        OF      *** MEMBERS ***      ACN        ACN                  REC    │
│ ENTRY     ENTRY    SSN       INITS    AMOUNT       TYPE   TYPE OF TRANSACTION  STA │
│ ------------------------------------------------------------------------------│
│ ----                                                                          │
│ XXXXXXXX  XXXXX   XXXXXXXXXX XX    XX.XX         ACCTNO  XXX XXXXXX XXX    ADD  │
│                                                         XXXXXXX                │
│ XXXXXXXX  XXXXX   XXXXXXXXXX XX    XXX.XX        ACCTNO  XXXXXXXXXXXXXX    ADD  │
│                                                         XX XXXXXXXXX           │
│                                       Bond - Indicator                        │
└──────────────────────────────────────────────────────────────────────────────┘
```

        i.   <u>Option 09--Print ACN Final Document</u>. Option 09 is used to print final documents and the following screen appears:

```
┌────────────────────────────────────────────────────────────────────────────────────┐
│ TBAPG130-01                    BONDS & ALLOTMENTS SYSTEM                   03/27/1997 │
│ TMBPTB                  ALLOTMENT BOND AUTHORIZATION (ABA/ACN)               09:17:19 │
│                              FINAL DOCUMENT PRINT                                     │
│                                                                                      │
│                                                                                      │
│                     1 PRINT ALL ABA'S SINCE DATE/TIME                                 │
│                     2 PRINT SINGLE ABA BY DATE/TIME                                   │
│                     3 PRINT ALL ACN'S SINCE DATE/TIME                                 │
│                     4 PRINT SINGLE ACN BY DATE/TIME                                   │
│                                                                                      │
│                                                                                      │
│              ENTER OPTION    3                                                        │
│        ENTER DATE PREPARED   19970317                                                 │
│        ENTER TIME  PREPARED  091719                                                   │
│                                                                                      │
│                                                                                      │
│           DEFAULT PRINTER    TTP58A12                                                 │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│ ENTER: PROCESS          PF1: FORMS ALIGNMENT       PF3: RETURN      CLEAR: REFRESH    │
│                                                                                      │
│ TBAOP1COMPTE  -  THE PRINT ALL FINAL DOCUMENTS REQUEST HAS BEEN SUCCESSFULLY SENT TO THE PRINTER │
└────────────────────────────────────────────────────────────────────────────────────┘
```

Select option 3 or 4, Print ACN Work Document. After your request has been processed, you will receive the following confirmation message: `'TBAOP1COMPTE – THE PRINT ALL FINAL DOCUMENTS REQUEST HAS BEEN SUCCESSFULLY SENT TO THE PRINTER'`.

The resulting print is the ACN Authorization document for the member's signature.

```
*************************************************************************************************************
                              ***************************
                              *    PREPARED BY   XXXXXX    *
                              *    DATE          XXXXXXXX *
                              *    TIME          XXXXX     *
                              ***************************
DSSN-XXXX              ALLOTMENT BOND ADDRESS CHANGE NOTIFICATION AUTHORIZATION      DATE XXXXXXXX

(SSN)              (LAST NAME AND SUFFIX)    (FIRST NAME) (MID INITIAL) (PAY GRADE)
XXXXXXXXX          XXXXXXXXXXXXXXXX          XXXXXX        X              XX

(RUC) XXXX           (ORGANIZATION) XXXXX


(NATURE OF REQUEST)               ALLOTMENT CHANGE NOTIFICATION
(TYPE OF ALLOTMENT)          X
(FIRST DEDUCTION DATE )      XXXXXXXX
(AMOUNT OF DEDUCTION)        $XXXX.XX
(ALLOTTEE/BOND RECIPIENT)    XXXXXXXXXXXXXXXXXXXXXXXXX
(ALLOTTEE ADDRESS/COMMENT)   XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(CITY/APO-FPO/STATE/ZIP/COMMENT)   XXXXXXXXXXXXXXXXXXX XX    XXXXX-XXXX
(FOREIGN COUNTRY)            XXXXXXXXXXXXXXXXXXX
(ACCOUNT NUMBER)             XXXXXXXXXXXXXXXXXX
(ACCOUNT/BOND OWNER)         XXXXXXXXXXXXXXXXXX  XXXXXXXXX
(EFT COMPANY NAME)           XXXXXXXXXXXXXXXXXX
(CASE NO/BNF-COOWN)          XXXXXXXX XXXXXXXXXXXXXXXXXX  XXXXXXXXX
(RTN/FIPS CODE/RECORD TYPE)  XXXXXXXXX    XXXXXX X
(DELETE FLAG/HOLD CODE/INDICATOR)    X



    I HEREBY REQUEST THE ACTION AS INDICATED HEREON AND FURTHER
    CERTIFY THAT ARRANGEMENTS HAVE BEEN MADE WITH ANY INDICATED
    BANKS SAVINGS INSTITUTIONS, INSURANCE COMPANIES OR AGENCIES
    ENTITLED TO RECEIVE CHECKS FOR DEPOSIT OR CUSTODY TO INSURE
    ACCEPTABILITY OF PAYMENT OR REMITTANCE BY ALLOTMENT.


WITNESSED AND APPROVED      _____
WHEN AND AS REQUIRED.        SIGNATURE                DATE


_____
SIGNATURE      GRADE/TITLE DATE      SOCIAL SECURITY NUMBER
*************************************************************************************************************
THIS SPACE IS FOR CENTER USE                        *   THIS SPACE FOR FINANCE OFFICE USE
                                                    *   THIS AUTHORIZATION HAS BEEN
                                                    *   PROPERLY ENTERED IN MEMBERS
                                                    *   PERSONAL FINANCIAL RECORD OR
                                                    *   MILITARY PAY RECORD
                                                    *
                                                    *   X. X. XXXXXXXX
                                                    *   BY
                                                    *   _____
                                                    *       FINANCE OFFICERS SIGNATURE
```

        j.   <u>Option 10--Return to B-A Menu</u>. Option 10 is used to return to the B&A Preparer's Transaction Menu. Select option 10 and press the `Enter` key.

```
┌──────────────────────────────────────────────────────────────────────────────────────┐
│ TBAPG000-02                    BONDS & ALLOTMENTS SYSTEM                    04/08/1997  │
│ TMBPTB                        ALLOTMENT BOND AUTHORIZATION                   16:09:44   │
│                                PREPARERS TRANSACTION MENU                               │
│    OPTION             PARAMETERS        OPTION                 PARAMETERS               │
│ 01 START AN ALLOTMENT      (1,2)   10 START A BOND                 (1,2)                │
│ 02 START CHARITY ALLOTMENT (1,2)   11 STOP A BOND                  (1-4)                │
│ 03 START EFT ALLOTMENT     (1,2)   12 REVIEW B-A FOR REQUESTED SSN (1,2)                │
│ 04 STOP AN ALLOTMENT       (1-4)   13 DELETE A TRANSACTION         (1,5-6)              │
│ 05 STOP ALL ALLOTMENTS     (1,2)   14 PRINT ABA WORK DOCUMENT      (1)                  │
│ 06 STOP CHARITY ALLOTMENT  (1-4)   15 PRINT ABA FINAL DOCUMENT     (1)                  │
│ 07 STOP EFT ALLOTMENT      (1-4)   16 ACN PREPARERS MENU           (1)                  │
│ 08 CHG AMT OF AN ALLOTMENT (1-4)   17 RETURN TO B-A MENU           (1)                  │
│ 09 CHG AMT OF EFT ALLOT    (1-4)                                                        │
│ ---------------------------------------------------------------------------------------│
│ ----                                                                                    │
│         (1) OPTION   :                                                                  │
│         (2) SSN      :                                                                  │
│         (3) INITIALS :                                                                  │
│         (4) SUFFIX   : 01                                                               │
│         (5) DATE     : 19970408       (ENTER IN YYYYMMDD FORMAT)                        │
│         (6) TIME     : 160933      (ENTER IN HHMMSS FORMAT)                             │
│ ENTER: PROCESS                    PF3: RETURN                    CLEAR: REFRESH         │
└──────────────────────────────────────────────────────────────────────────────────────┘
```

        5.   <u>Change Own Electronic Signature SEED</u>. If you select option 20 on the Diary Clerk Master Function Menu, refer to section E of this appendix.

        6.   <u>Terminate On-Line System</u>. If you select option 99 from the Diary Clerk Master Function Menu, the Bond and Allotment System Screen will be displayed.

G. CERTIFIER'S GUIDELINES

        1.   <u>Certifier's Options</u>. This part describes the functions available to the certifier. After the certifier enters the ELSIG-SEED, DSSN and jurisdiction, the following screen appears:

CERTIFIER'S MASTER FUNCTION MENU

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│                                                                                   │
│ TELP4000-11                        ON-LINE DIARY SYSTEM                 04/08/1997 │
│  TMBPTB                       CERTIFIER MASTER FUNCTION MENU              16:30:00  │
│                                                                                   │
│                                                                                   │
│    SELECT THE OPTION DESIRED:   10                                                 │
│                                                                                   │
│       10 - CERTIFY-REVIEW B&A                                                      │
│       20 - CHANGE OWN ELECTRONIC SIGNATURE SEED                                    │
│       30 - CERTIFY-REVIEW ACN                                                      │
│       40 - CERTIFY-REVIEW B&A FILE MAINTENANCE                                     │
│       99 - TERMINATE ON-LINE SYSTEM                                                │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                         PRESS ENTER TO CONTINUE                                    │
│                                                                                   │
│                                                                                   │
│                                                                                   │
└─────────────────────────────────────────────────────────────────────────────────┘
```

The system defaults to option 10. If you want an option other than 10, enter that number and press the Enter key. The following paragraphs describe the different options available.

      2.   <u>Certify, Review, Or Print DTLs</u>. If you selected option 10 (B&A) or 30 (ACN) from the Certifier's Master Function Menu, the following screen appears:

CERTIFIER'S TRANSACTION MENU

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ TBCPMENU-01                    BONDS & ALLOTMENT SYSTEM                XX/XX/XXXX  │
│ XXXXXX                  ALLOTMENT BOND AUTHORIZATION (ABA/ACN)         XX:XX:XX    │
│                              CERTIFIERS TRANSACTION MENU                           │
│                                                                                   │
│                   OPTION                    PARAMETERS                             │
│                1 PRINT DTL                       (1)                               │
│                2 CERTIFY/REVIEW TRANSACTION   (1,2,3,4)                            │
│                3 DSSN SUMMARY LISTING            (1)                               │
│                                                                                   │
│                (1) OPTION    :                                                     │
│                (2) PREPID    :                                                     │
│                (3) DATE      : 19960411     (ENTER IN YYYYMMDD FORMAT)             │
│                (4) TIME      :  000000      (ENTER IN HHMMSS FORMAT)               │
│                                                                                   │
│ ENTER: PROCESS                         PF3: RETURN              CLEAR: REFRESH     │
└─────────────────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

FIELD	ENTRY
OPTION	Depress the appropriate key to select the desired option.

Key	Option
1	Prints the DTL for all certified ABAs/ACNs and allows the certifier to assign a DTL number.
2	Allows you to review an ABA/ACN transaction. You will also be able to certify an ABA/ACN. As a certifier, you will not be able to prepare an ABA.
3	Prints the DSSN summary listing for ABAs older than seven days.

FIELD	ENTRY
PREPID	Enter the six-character preassigned user identification code of the preparer.
DATE	To certify/review an ABA/ACN, enter in YYYYMMDD format the date of the particular ABA/ACN.
TIME	If this field remains unchanged, it will automatically bring up the first record on file for the date entered for a particular preparer. Enter the time in HHMMSS format (e.g., 105847).

Select one of the keys listed below to perform the desired action:

Key	Action
ENTER	Processes the requested option.
PF3	Return to the Bond and Allotment System Screen.

      a.   <u>Print DTL Screen</u>. If you selected option 1 from the Certifier's Transaction Menu, the following screen appears:

DTL PRINT SCREEN

```
****************************************************************************************************************************
TBCPBA05-01                          BONDS & ALLOTMENT SYSTEM                              xx/xx/xxxx
xxxxxx                               ALLOTMENT BOND AUTHORIZATION (ABA)                    xx:xx:xx
                                         D T L  PRINT

                                     1 PRINT DTL
                                     2 PRINT CHARITY DTL
                                     3 PRINT ACN DTL

        ENTER OPTION

         DTL NUMBER  000000

         DTL DATE       19960403

         DEFAULT TID   TIP7BA12

         ELSIG

         SEED

ENTER: PROCESS                              PF1: FORM ALIGNMENT                          PF3: RETURN
****************************************************************************************************************************
```

FIELD	ENTRY
ENTER OPTION	Depress the appropriate key to select the desired option.

Key	Option
1	Prints the document transmittal letter.
2	Prints a document transmittal letter for charity allotments.
3	Prints an document transmittal letter for address change notifications.

FIELD	ENTRY
DTL NUMBER	A DTL number must be entered each time the certifier prints a DTL. Enter 0 for the first digit of the DTL number, followed by a unique five-digit number. The Diary Statistics File will only display 5 digits of the DTL number. Any duplicate DTL numbers will reflect merged data on the Diary Statistics File.
DTL DATE	This is system supplied.
DEFAULT TID	The number of the printer is system supplied. If you want the documents to print elsewhere, enter that printer number.
ELSIG	Enter your ELSIG.
SEED	Enter your SEED.

Select one of the keys listed below to perform the desired action:

Key	Action

ENTER   Processes the requested option.

PF1   Test the forms alignment. The printer will print a broken line at the top and
            bottom of the paper.

PF3   Return to the Certifier's Transaction Menu.

NOTE: When submitting ABAs, be sure the ABAs, DTL, and the DTL
       document are in one package.

DOCUMENT TRANSMITTAL LETTER (DTL)   DATE: XXXXXXXX

TO: FROM:

DIRECTOR,   XXXXXXXXXXXXXXX
DEFENSE FINANCE AND ACCOUNTING SERVICE   XXXXXXXXXXXXXXX
KANSAS CITY CENTER   XXXXXXXXXXXXXXX
KANSAS CITY MO, 64197-0001   XXXXXXX

   DTL-NUMBER   DTL-DATE   DO-SYMBOL-DO

     XXXXXX   XXXXXXXX   XXXX

       XXXX   ALLOTMENT BOND AUTHORIZATION (ACN)
                        DOCUMENTS SUBMITTED THIS DTL

       XX.XX   AVERAGE TURN AROUND TIME FOR RECORDS SUBMITTED

       XXXX   RECORDS WITH TURN AROUND TIME EXCEEDING 7 DAYS

TRANSMITTED HEREWITH ARE DOCUMENTS TRANSCRIBED FROM EXISTING DOCUMENTATION
AND / OR PREPARED IN MY DISBURSING OFFICE.

DISBURSING OFFICERS NAME   DISBURSING OFFICERS SIGNATURE

                                  BY

```
                              ABA DTL DOCUMENT                              PAGE: 00


              DTL-NUMBER          DTL-DATE          DSSN
              ----------          ---------         -----
              XXXXXX              XXXXXXXX          XXXX


-----------------------------------------------------------------------------------------
-----
DATE        TIME                                        TYPE
 OF          OF      * * * MEMBER * * *     STOP    START     OF         EFF        REC
ENTRY       ENTRY      SSN      INITS   RUC AMOUNT  AMOUNT  TRANSACTION   DATE     STA AGY

-----------------------------------------------------------------------------------------
---
XXXXXXXX    XXXXX   XXXXXXXXX   XX    XXXX XXXX.XX  XXXXXX   XXXXXX      XXXXXXXX
XXXXXXXX    XXXXX   XXXXXXXXX   XX    XXXX XXXX.XX  XXXX.XX  XXXXXX      XXXXXXXX
XXXXXXXX    XXXXX   XXXXXXXXX   XX    XXXX XXXX.XX  XXXX.XX  XXXXXX      XXXXXXXX
XXXXXXXX    XXXXX   XXXXXXXXX   XX    XXXX XXXX.XX  XXXX.XX  XXXXXX      XXXXXXXX
```

b.   Certify/Review Transactions. To certify, review, or delete ABAs or ACNs, you as a certifier must have the preparer's PREPID (from the top of the ABA). To simplify the certification process, ABAs should be in date/time sequence with the oldest date/time on top. This will enable the certifier to automatically certify or delete the next record. Only transactions that have been printed will appear on this screen. Certified transactions post to the B&A file with the next daily cycle and all transactions should be certified prior to the mid-month update and extract. The following is an example of the screen that appears if you selected option 2 from the Certifier's Transaction Menu:

```
TBCPJ110-01                        BONDS & ALLOTMENTS SYSTEM                    04/08/1997
TMBPTB                          ADDRESS CHANGE NOTIFICATION (ACN)               13:29:49
                    DSSN: 8887 TRANSACTIONS TO BE CERTIFIED FOR PREPID : TMBPTB
REC    DATE   TIME   *** MEMBER ***            STOP    START    TRANSACTION    EFF
STA    ENTRY ENTRY     SSN      INITS   RUC   AMOUNT  AMOUNT      TYPE      DATE AGY
 ----------------------------------------------------------------------------------------
----

     19 970331 080421 0003749318  CP    12015   44.59   44.59    ACCTNO     00000000
     19970401 094101 0001688001  SSM    12510  200.00  200.00    ACCTNO     00000000
     19970408 110930 0018560905  SJP    12345   50.00   50.00    ACTOWN     00000000
     19970408 123034 0001685009  SSM    12345  110.00  110.00    EFTUPD     00000000
     19970408 123655 0021823984  BDD    12345  450.06  450.06    CHGADR     00000000


*****************************************************************************************

ENTER: PROCESS                          PF3: RETURN                      CLEAR: REFRESH
 TBANOMOREREC:   ENTER "C" TO CERTIFY - "D" TO DELETE THESE TRANSACTIONS
```

(1)   To certify an ABA/ACN transaction, type a C in the record status column.

(2)   To delete an ABA/ACN transaction, type a D in the record status column.

(3)   To stop the review process, press the F3 key.

Press the Enter key to return to the Certifier's Transaction Menu.

c.   DSSN Summary Listing. If you selected option 3 from the Certifier's Transaction Menu, the following screen will appear:

```
************************************************************************************************************
XXXXXXXX-XX                              BOND & ALLOTMENT SYSTEM                             XX/XX/XXXX
XXXXXXX                            ALLOTMENT BOND AUTHORIZATION (ABA)                        XX:XX:XX
                            ALLOTMENT ADDRESS CHANGE NOTIFICATION (ACN)
                                      DSSN SUMMARY LISTING

                    FOR THIS DSSN:    XXXX

                    DEFAULT TID:      XXXXXXX

ENTER: PROCESS                       PF1: FORMS ALIGNMENT                    PF3: RETURN
************************************************************************************************************
```

FIELD   ENTRY

DEFAULT TID   The number of the printer is system supplied. If you want the
                               documents to print elsewhere, enter that printer number.

Select one of the keys listed below to perform the desired action:

Key   Action

ENTER   Prints a list of any ACN transactions, for your DSSN, that are older than 7
               days, as shown in the following screen. This will enable you to view these
               transactions and be alerted to the fact that they have not been received for
               certification.

PF1   Tests forms alignment. The printer will print a broken line at the top and
               bottom of the paper.

PF3   Returns to the Certifier's Transaction Menu.

```
***********************************************************************************************************************************************
                              DSSN SUMMARY LISTING                                              PAGE:  XX

                    DSSN                    PREPID                 DATE
                    ____                    _____                 _____
                    XXXX                    XXXXX                  XXXXXXXX
_____
              DATE         TIME                                                         TYPE
              OF           OF          *** MEMBERS ***           STOP      START         OF              REC
PREPID        ENTRY        ENTRY         SSN       INITS    RUC  AMOUNT    AMOUNT        TRANSACTION      STAT      AGY
_____
XXXXX  XXXXXXXX    XXXXX  XXXXXXXXXX  XXX    XXXX   XXXX.XX   XXXX.XX    XXXXXXXXXXX    XXX XXXX
XXXXX  XXXXXXXX    XXXXX  XXXXXXXXXX  XXX    XXXX   XXXX.XX   XXXX.XX             XXXXXXXXXXX      XXX
     XXXX
***********************************************************************************************************************************************
```

All allotment transactions are retained on the ABA/ACN transaction file. These transactions remain there until certified and a DTL number is assigned. To ensure transactions are not left on the file indefinitely, the DSSN Summary Listing option should be used by the certifier. Transactions can be deleted by the certifier if in the print status and by the preparer if in the add status. This option should be reviewed routinely to ensure dated transactions are not left indefinitely.

       d.   Return to B&A Master Menu. From the Certifier's Transaction Menu press F3 to return to the Bond and Allotment System Menu.

     3.   Change Own Electronic Signature SEED. If you select option 20 on the Certifier's Master Function Menu, refer to section E of this appendix.

     4.   Certify-Review B&A File Maintenance. Option 40 on the Certifier's Master Function Menu is restricted for DFAS-KC use only. If you select option 40, the system will default to the Certifier's Transaction Menu.

     5.   Terminate On-Line System. If you select option 99 on the Certifier's Master Function Menu, the Bond and Allotment System Screen will be displayed.

H.   GENERAL GUIDELINES

     1.   Background. These guidelines are designed to step you through the error correction process. The following background information is provided to promote understanding of the error correction process.

       a.   The daily B&A cycle processes all on-line transactions which have been certified and had a document transmittal letter (DTL) assigned.

       b.   The transactions are first processed through editor programs which identify any edit or format errors. The transactions that do not fail are then processed through the Poster program which read and evaluate the transactions and the B&A master file for appropriate action.

c.   Once each month, prior to the midmonth U&E, a process called Extractor is run. This process reads each allotment record on the master file to determine which allotments are to be paid and the designated method of payment (e.g., check, bond, EFT). The midmonth U&E and end-of-month U&E read the B&A master file to determine how much money should be forecast for deduction. This is why it is very important for failed transactions to be corrected in a timely manner so that all pertinent data is resident on the B&A master file prior to running the U&E's and Extractor.

d.   <u>Bond and Allotment Statistics</u>.   Allotment DTL statistics are displayed under the On-Line Diary System. These statistics provide the current status of DTLs processed within the last 20 days and reflect the number of allotments accepted and rejected for each DTL. To retrieve the statistics you must select the MCTFS OLDS option from the CICS Selection Menu. The following screen will appear when the MCTFS OLDS has been accessed:

```
TOLPMENU-01                    KANSAS CITY CENTRAL DESIGN & PROGRAMMING ACTIVITY                      02/02/1998
TPAAPM                                        OLD-FMF VERSION                                         07:38:45
   OPTION           DESCRIPTION                           PARAMETERS
    A          DIARY SYSTEM
    B          DIARY STATISTICS REPORT              RUC/DSSN,  (DIARY NR)
    C          DO ERROR REPORT                      DORUC/DSSN,(CYCNR,DPI)
    D          DO ADVISORY REPORT                   DORUC/DSSN,(CYCNR,DPI)
    E          UD FEEDBACK REPORT                   RUC,    (CYCNR,ANAL
    F          UNIT/DISBURSING REPORTS
    G          MPV-MPL STATISTICS REPORT            DSSN,    (SPRNR)
    H          TTC/SEQ REPORT (BY TTC/SEQ)
    I          TTC/SEQ REPORT (BY ENGLISH)
    J          DIARY AUDIT TRAIL REPORT




   OPTION: B                DORUC/RUC:  B0100                            LAST COMPLETED:
                               DSSN:                                     ADDF: 008 980114 0338
                            DIARY NR:                                    MECF: 008 980114 0216
                              CYCNR:             DPI:                     VEF: 008 980114 0232
PRT DEST: TTP58A12           PRTOPT:          (C,D&E ONLY)               STAT:  008 980114 0342
ANALCD:  *  ENTER "*" TO DISPLAY ALL RECORDS                         RESERVE: 008 980114 0342
AFTER ENTERING YOUR INQUIRY DATA ABOVE, DEPRESS THE ENTER KEY.
        PRESS: ENTER - TO CONTINUE;              PF3 - RETURN TO CICS MENU
```

To access the allotment DTL statistics, select option B and type your DSSN preceded by the letter 'B'. Press the Enter key and the following screen appears:

```
TOLPADSF-10                    ON-LINE DIARY SYSTEM - DIARY STATISTICS FILE                 02/02/1998
 TPAAPM                                 DIARY STATISTICS REPORT                              10:20:08
 RUC: B0100
********DIARY********         ********DATE********              ******** CYCLE********      ********TRANS*******
 NO.      STA     MIS    DATE     OPENED   CERTIFY       NO.      START    FINISH   ACCEPT REJ    TOTAL
-----------------------------------------------------------------------------------------------------------------
----
 12207    PRO            19980123 19980123 19980123      250      19980124 19980124  4             4
 12208    PRO            19980127 19980127 19980127      254      19980127 19980127  4      1      5
 12209    PRO            19980127 19980127 19980127      254      19980127 19980127  2      1      3
 12210    PRO            19980127 19980127 19980127      254      19980127 19980127  4             4
 12211    PRO            19980127 19980127 19980127      255      19980127 19980127  2      2      4
 12212    PRO            19980128 19980128 19980128      256      19980128 19980128  4      2      6
 12215    PRO            19980128 19980128 19980128      256      19980128 19980128  3      2      5
 12216    PRO            19980128 19980128 19980128      257      19980128 19980128  4      1      5
 12217    PRO            19980128 19980128 19980128      257      19980128 19980128  4      1      5
 12218    PRO            19980128 19980128 19980128      257      19980128 19980128  2             2
 12219    PRO            19980129 19980129 19980129      258      19980129 19980129  4      1      5
 12220    PRO            19980129 19980129 19980129      258      19980129 19980129  1      1      2
 99243    PRO            19980121 19980121 19980121      243      19980121 19980121  1             1
 99248    PRO            19980123 19980123 19980123      248      19980123 19980123  1             1
 99249    PRO            19980123 19980123 19980123      249      19980123 19980123  1             1
                                      * * * * * * * C O N T I N U E D * * * * * * *
```

FIELD	FIELD DEFINITION
NO.	This displays the last five bytes of the DTL number.
STA	This displays the status of the DTL. PRO indicates processed.
MIS	This field is blank.
DATE	This displays the date the DTL was submitted for processing.
OPENED	This displays the date the DTL was submitted for processing.
CERTIFY	This displays the date the DTL was submitted for processing.
NO.	This displays the cycle number the DTL processed in.
START	This displays the beginning date of the cycle process.
FINISH	This displays the ending date of the cycle process.
ACCEPT	This displays the number of transactions successfully processed for the DTL.
REJ	This displays the number of transactions that failed for the DTL.
TOTAL	This displays the total number of transactions process for the DTL.

```
NOTE:   The total number of transactions may not match the number
        of documents certified under that DTL.  The Diary Statis
        tics Report displays the actual number of transactions
        processed by the B&A poster for the DTL.
```

     2.   <u>On-Line Error Review</u>. All allotment transactions that failed to post (rejected) will be reflected on the master error control file within the MCTFS On-Line Diary System. These errors must be deleted within 72 hours. To review the errors for your DSSN you must select the MCTFS OLDS option from the CICS Selection Menu. The following screen will appear when the MCTFS OLDS has been accessed:

```
TOLPMENU-01                   KANSAS CITY FINANCIAL SYSTEMS ACTIVITY (K)          02/02/1998
 TPAAPM                               OLD-FMF VERSION                             10:15:49
   OPTION        DESCRIPTION                      PARAMETERS
    A            DIARY SYSTEM
    B            DIARY STATISTICS REPORT          RUC/DSSN,  (DIARY NR)
    C            DO ERROR REPORT                  DORUC/DSSN,(CYCNR,DPI)
    D            DO ADVISORY REPORT               DORUC/DSSN,(CYCNR,DPI)
    E            UD FEEDBACK REPORT               RUC,     (CYCNR,ANALCD)
    F            UNIT/DISBURSING REPORTS
    G            MPV-MPL STATISTICS REPORT        DSSN,    (SPRNR)
    H            TTC/SEQ REPORT (BY TTC/SEQ)
    I            TTC/SEQ REPORT (BY ENGLISH)
    J            DIARY AUDIT TRAIL REPORT



   OPTION: C          DORUC/RUC:  B0100               LAST COMPLETED:
                          DSSN:                       ADDF: 264 19980201 1348
                       DIARY NR:                      MECF: 264 19980201 1345
                          CYCNR:        DPI:          VEF  : 264 19980201 1340
PRT DEST: TTP58A12        PRTOPT:      (C,D&E ONLY)    STAT: 264 19980201 1349
ANALCD: *        ENTER "*" TO DISPLAY ALL RECORDS
AFTER ENTERING YOUR INQUIRY DATA ABOVE, DEPRESS THE ENTER KEY.
   PRESS: ENTER - TO CONTINUE;                        PF3 - RETURN TO CICS MENU
```

To access the allotment error file, select option C and type your DSSN preceded by the letter 'B'. Press the Enter key and the following screen appears:

```
TOLPKY01                         (MCTFS) DIARY- RETRIEVAL-SYSTEM                 02/02/1998
  TPAAPM          RUC/DSSN:  B0100              DPI:                             12:01:10
------------------------------------------------------------------------------------------
---
            DIARY  /    PAYROLL      EFF        ACT       DO          CYC      *CODES*      *ERRORS*
SSN         NBR         DATE         DATE       DATE      RUC    NR        CP/COR      POS    F/E
------------------------------------------------------------------------------------------
---
0000000000  1220819     19980127     19980201   19980127       250                     12
    NAME:    BROWN                     LC
     TTC:   ABA - BLANKET       START     I      00000150 PROVIDIAN  DIRECT/ACADEMY  LIFE
  MEC-NR:   1204342  - ALLOTTEE IDENTICAL IN FIRST 10 POSITIONS
------------------------------------------------------------------------------------------
---
                        * * * * * * * * END OF DO-RUC  B0100 * * * * * * * * *
                        * * * * * * * * * * * * *  COMPLETED * * * * * * * * * * * * *
```

FIELD	FIELD DEFINITION
SSN	This displays the transaction SSN from the ABA or ACN document.
DIARY/PAYROLL NBR	This displays the last five bytes of the DTL number.
DIARY/PAYROLL DATE	This displays the date the DTL was certified.
EF DATE	This displays the effective first or last pay date of the transactions. ACN transactions will display zeros in this field.
ACT DATE	This displays the date the DTL was certified.
DO RUC	This field will be blank for allotment transactions.
CYC NR	This displays the cycle number the transaction processed in.
CODES CP/COR	This displays the transaction process number.
ERRORS POS	This displays the posting error number.
ERRORS F/E	This displays the edit error number.
NAME	This displays the last name and initials from the transaction.
TTC	This displays ABA for all allotment transactions followed by the transaction file ID, action, purpose code, blanket code and allottee.
MEC-NR	This displays the sequential master error control number assigned to the rejected transaction and the English statement that corresponds with the posting or edit error.

You may also view any rejected transactions by using the Diary Retrieval System. To review the errors for your DSSN you must select the TDR MCTFS RETRIEVAL option from the CICS Selection Menu. The following screen will appear when the TDR MCTFS RETRIEVAL has been accessed:

```
TDRPMENU-00                                                                    02/02/1998
  TPAAPM                       DIARY RETRIEVAL SYSTEM (DRS) MENU                07:37:34
         TRANSACTION RESEARCH FILE |      MASTER ERROR CONTROL FILE |      ADVISORY FILE
         KEY  PARAMETERS           |          KEY  PARAMETERS       |      KEY  PARAMETERS
        ----------------------------|--------------------------------------|-----------------------------------
         01 - RUC,DNR,SSN,TTC       | 10 - RUC,DNR (SSN)             | 20 - RUC,DNR
         02 - RUC,DNR,SSN           | 11 - DSSN/RUC (SCYCNR)         | 21 - RUC(,SSSN)
         03 - RUC,DNR(,SSSN)        | 12 - SSN                      | 22 - DSSN(,CYCNR)
         04 - RUC,TTC(SSN),(SDATE)  | 13 - MECNR                    | 23 - SSN
         05 - RUC,SSN(,SDATE)       | 14 - RUC (CYCNR) DO ONLY       | 24 - ADCNR
         06 - SSN,TTC(,SDATE)       |                               | 25 - DSSN,RUC(,CYCNR)
         07 - SSN(,SCYCNR)          |                               | 26 - DSSN,PRNR(,SSSN)
         08 - DSSN,PRNR(,SSSN)      |                               | 27 - RUC/DSSN(TTC)
                (,VOUNR)            |                               | 28 - RUC(CYCNR)DO ONLY
        - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
         COMBINED RECS - 30 -  SSN (,SCYCNR)       DRS INST - 60 - NONE  ( )  -  OPTIONAL
                                     TYPE RETRIEVAL KEY:
          RUC:                          DSSN:                        SSN:
          DNR:                     TTC:                 PRNR:
         SCYNCR:            MECNR OR ADCNR:             SDATE:
          VOUNR:            PRTOPT: N  (TRF AND ADF OPTIONS)        PRT DEST: TTP58A12
         AFTER ENTERING YOUR INQUIRY DATA ABOVE, DEPRESS THE ENTER KEY.
         IF YOU DO NOT WANT THIS SCREEN, ENTER THE APPROPRIATE PF KEY OR DEPRESS CLEAR.
         PF 3 - EXIT TO MAIN MENU
```

To view allotment errors you may use options 10, 11, 12 or 13. When entering the RUC you must type your DSSN preceded by the letter 'B'. These options will display the same information displayed in the MCTFS On-Line Diary system.

MECF errors must be deleted by preparing a disbursing diary using the On-Line Diary System. Select the MCTFS OLDS option from the CICS Selection Menu. The transaction must be input using option 5-DEL AS ERR (MECF). After the SSN for the transaction has been entered, the following screen will appear:

```
TOMPD010-05                          ON-LINE DIARY SYSTEM                       02/02/1998
  TPAAPM                            INPUT FOR INDIVIDUAL                         13:20:26
               DSSN: D0100          DIARY NUMBER: 00002            DIARY DATE: 19980202
TTC/SEQ:       COR004   DO-RUC:  01068   SSN: 0000000000      NAME: BROWN      KE
TODE I DELE  MECF  STMNT- ____ I _____


MEC-NR         1204342
ED             19980201



DO YOU WANT A HISTORY STATEMENT?_ _ _ _ _ _ _    NO
NEXT NORMAL TTC/SEQ_ _ _ _ _ _ _ _ _ _ _ _ _ _   000000
ENTER THE NEXT SSN HERE_ _ _ _ _ _ _ _ _ _ _ _ _
```

Enter the MEC-NR from the MECF and the effective date. To continue deleting errors, enter the next SSN. After all errors have been deleted, press F3 to return to the Diary Menu. Follow the procedures outlined in the On-Line Disbursing Diary Users Manual for certification and printing of the diary.

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